

SECTION B
SCHEDULE OF SUPPLIES/SERVICES AND PRICES/COSTS

SCHEDULE 1 - BASIC CONTRACT PERIOD (36 months)

		Estimated Quantity Unit	Unit Price	Total Price
0001	DOCUMENT AUTOMATION		NSP	NSP
0001AA	Automated/Desktop Publishing Special Work (Labor)	_____ ea .	\$_____	\$_____
0002	DATA SCANNING & CONVERSION		NSP	NSP
0002AA	Hardcopy to PDF	_____ ea .	\$_____	\$_____
0002AB	Digital File to PDF	_____ ea.	\$_____	\$_____
0002AC	Digital File Preparation	_____ ea.	\$_____	\$_____
0002AD	Hardcopy to Image + Text PDF	_____ ea.	\$_____	\$_____
0002AE	Raster Scanning	_____ ea.	\$_____	\$_____
0002AF	OCR/ICR/Photo Scanning	_____ ea.	\$_____	\$_____
0002AG	Engineering Drawing to PDF	_____ ea.	\$_____	\$_____
0002AH	Microfiche to PDF	_____ ea.	\$_____	\$_____
0002AJ	Special Work (Labor)	_____ Hr.	\$_____	\$_____
0003	DIGITAL PRODUCTS		NSP	NSP
0003AA	CD-ROM	_____ ea.	\$_____	\$_____
0003AB	Low Volume CD-ROM Replicates	_____ ea.	\$_____	\$_____
0003AC	High Volume CD-ROM Replicates	_____ ea.	\$_____	\$_____
0003AD	Disk Duplication	_____ ea.	\$_____	\$_____
0003AE	Special Work (Labor)	_____ hr.	\$_____	\$_____
0004	ELECTRONIC OUTPUT		NSP	NSP
0004AA	Duplicate Original/Proof Copy	_____ ea.	\$_____	\$_____
0004AB	Original Charge	_____ ea.	\$_____	\$_____
0004AC	Run from Paper Input	_____ ea.	\$_____	\$_____

0004AD	Run from Digital File Input	_____ ea.	\$_____	\$_____
0004AE	Specialty Finishing	_____ ea.	\$_____	\$_____
0004AF	Run- Spot Color	_____ ea.	\$_____	\$_____
0004AG	LES Production	_____ ea.	\$_____	\$_____
0004AH	EPPS Production	_____ ea.	\$_____	\$_____
0004AJ	Special Work (Labor)	_____ Hr.	\$_____	\$_____
0005	FULL COLOR OUTPUT		NSP	NSP
0005AA	Low Volume	_____ ea.	\$_____	\$_____
0005AB	High Volume	_____ ea.	\$_____	\$_____
0005AC	Digital	_____ ea.	\$_____	\$_____
0005AD	Oversized	_____ sq ft	\$_____	\$_____
0005AE	Black and White (Single Color) Copies	_____ ea.	\$_____	\$_____
0005AF	Special Work (Labor)	_____ Hr.	\$_____	\$_____
0006	LARGE FORMAT OUTPUT		NSP	NSP
0006AA	Full Size	_____ sq ft	\$_____	\$_____
0006AB	Foldouts/Half Size	_____ sq ft	\$_____	\$_____
0006AC	Blowback	_____ sq ft	\$_____	\$_____
0006AD	Plotter – Black and White at 300 dpi	_____ sq ft	\$_____	\$_____
0006AE	Plotter – Black and White at < 300 dpi	_____ sq ft	\$_____	\$_____
0006AF	Special Work (Labor)	_____ Hr.	\$_____	\$_____
0007	STANDARDIZATION/ASSIST		NSP	NSP
0007AA	On-Demand Output	_____ ea.	\$_____	\$_____
0008	TMPODS/PRINT-ON-DEMAND		NSP	NSP
0008AA	TMPODS Paper Output	_____ ea.	\$_____	\$_____
0008AB	Special Work (Labor)	_____ Hr.	\$_____	\$_____
0009	OFFLINE MACHINE BINDERY OPERATIONS		NSP	NSP

0009AA	Punch/Drill	_____ ea.	\$_____	\$_____
0009AB	Side Stitch/Staple	_____ ea.	\$_____	\$_____
0009AC	Saddle Stitch	_____ ea.	\$_____	\$_____
0009AD	Booklet Maker Stitching	_____ ea.	\$_____	\$_____
0009AE	Machine Folding	_____ ea.	\$_____	\$_____
0009AF	Padding	_____ unit.	\$_____	\$_____
0009AG	Glue Bind	_____ unit	\$_____	\$_____
0009AH	Thermal Seal	_____ ea.	\$_____	\$_____
0009AJ	Shrink Wrap	_____ ea	\$_____	\$_____
0010	OFFLINE SPECIAL BINDERY OPERATIONS		NSP	NSP
0010AA	Hand Folding	_____ ea.	\$_____	\$_____
0010AB	ACCO Fastener	_____ ea.	\$_____	\$_____
0010AC	Screw Post	_____ ea.	\$_____	\$_____
0010AD	Tape Binding	_____ ea.	\$_____	\$_____
0010AE	Plastic Comb/Wire Bind	_____ ea.	\$_____	\$_____
0010AF	Hand Assembly	_____ ea.	\$_____	\$_____
00011	SILKSCREEN		NSP	NSP
0011AA	Make-Ready	_____ ea.	\$_____	\$_____
0011AB	Run	_____ sq in	\$_____	\$_____
0011AC	Non-Reflective Vinyl	_____ sq in	\$_____	\$_____
0011AD	Transparent, Reflective, and Foil Vinyl	_____ sq in	\$_____	\$_____
0011AE	Perforated Vinyl	_____ sq in	\$_____	\$_____
0011AF	Special Work (Labor)	_____ hr.	\$_____	\$_____
0012	MICROFORM		NSP	NSP
0012AA	Microfiche – 105mm COM	_____ ea.	\$_____	\$_____
0012AB	Microfiche – 105mm Dups – Low Vol	_____ ea.	\$_____	\$_____

0012AC	Microfiche – 105mm Dups – High Vol	_____ ea.	\$_____	\$_____
0012AD	Aperture Card – Record/Verify	_____ ea.	\$_____	\$_____
0012AE	Aperture Card – Duplicates	_____ ea.	\$_____	\$_____
0012AF	Aperture Card – Scan (Standard QA)	_____ ea.	\$_____	\$_____
0012AG	Aperture Card – Scan (Enhanced QA)	_____ ea.	\$_____	\$_____
0012AH	Special Work (Labor)	_____ Hr.	\$_____	\$_____
0013	MISCELLANEOUS PROCESSES		NSP	NSP
0013AA	Metal Photo Plates	_____ sq in	\$_____	\$_____
0013AB	Laminating	_____ sq ft	\$_____	\$_____
0013AC	Special Work (Labor)	_____ Hr.	\$_____	\$_____
0014	ADDRESSING/MAILING/DELIVERY		NSP	NSP
0014AA	Automated Labels – Printout/Application	_____ ea.	\$_____	\$_____
0014AB	Postage	_____ unit	\$_____	\$_____
0014AC	Preparation/Mail (PED/APADE)	_____ unit	\$_____	\$_____
0014AD	DAPS Delivery Service	_____ unit	\$_____	\$_____
0014AE	Contracted Delivery Service	_____ unit	\$_____	\$_____
0014AF	Special Work (Labor)	_____ Hr.	\$_____	\$_____
0015	MATERIALS	ESTIMATED NOT TO EXCEED		\$_____
0016	LABOR HOUR	ESTIMATED NOT TO EXCEED		\$_____
0017	TRAVEL REIMBURSEMENT	ESTIMATED NOT TO EXCEED		\$_____
0018	SPECIAL STOCK	ESTIMATED NOT TO EXCEED		\$_____

0019	PAPER		NSP	NSP
0019AA	White Bond Paper	81/2X11 White Bond to be included in the price of copies		
0019AB	White Bond Paper, Other than 8 1/2X11, Drilled/Punched/Perforated	_____ea	\$_____	\$_____
0019AC	Color Bond Paper	_____ea.	\$_____	\$_____
0019AD	Rag Bond Paper	_____ea.	\$_____	\$_____
0019AE	Parchment, Index and Cover Paper, White and Colored	_____ea.	\$_____	\$_____
0019AF	Carbonless Paper, One-part	_____ea.	\$_____	\$_____
0019AG	Carbonless Paper, Multi-part	_____ea	\$_____	\$_____
0019AH	Computer Paper, Green Bar	_____ea.	\$_____	\$_____
0019AJ	Tabs, White and Color, All Cuts 9 1/2 x 11	_____ea.	\$_____	\$_____
0019AK	Target Paper	_____ea	\$_____	\$_____

First Option Period (12 months)

			Estimated Quantity Unit	Unit Total Price Price
0001	DOCUMENT AUTOMATION		NSP	NSP
0001BA	Automated/Desktop Publishing Special Work (Labor)	_____Hr.	\$_____	\$_____
0002	DATA SCANNING & CONVERSION		NSP	NSP
0002BA	Hardcopy to PDF	_____ea	\$_____	\$_____
0002BB	Digital File to PDF	_____ea	\$_____	\$_____
0002BC	Digital File Preparation	_____unit	\$_____	\$_____
0002BD	Hardcopy to Image + Text PDF	_____ea	\$_____	\$_____
0002BE	Raster Scanning	_____ea	\$_____	\$_____
0002BF	OCR/ICR/Photo Scanning	_____ea	\$_____	\$_____
0002BG	Engineering Drawing to PDF	_____ea.	\$_____	\$_____
0002BH	Microfiche to PDF	_____ea	\$_____	\$_____
0002BJ	Special Work (Labor)	_____Hr.	\$_____	\$_____
0003	DIGITAL PRODUCTS		NSP	NSP
0003BA	CD-ROM	_____ea.	\$_____	\$_____
0003BB	Low Volume CD-ROM Replicates	_____ea.	\$_____	\$_____
0003BC	High Volume CD-ROM Replicates	_____ea.	\$_____	\$_____
0003BD	Ea. Duplication	_____ea.	\$_____	\$_____
0003BE	Special Work (Labor)	_____Hr.	\$_____	\$_____
0004	ELECTRONIC OUTPUT		NSP	NSP
0004BA	Duplicate Original/Proof Copy	_____ea	\$_____	\$_____
0004BB	Original Charge	_____ea	\$_____	\$_____
0004BC	Run from Paper Input	_____ea	\$_____	\$_____
0004BD	Run from Digital File Input	_____ea	\$_____	\$_____

0004BE	Specialty Finishing	_____ea	\$_____	\$_____
0004BF	Run- Spot Color	_____ea	\$_____	\$_____
0004BG	LES Production	_____ea.	\$_____	\$_____
0004BH	EPPS Production	_____ea	\$_____	\$_____
0004BJ	Special Work (Labor)	_____Hr.	\$_____	\$_____
0005	FULL COLOR OUTPUT		NSP	NSP
0005BA	Low Volume	_____ea	\$_____	\$_____
0005BB	High Volume	_____ea	\$_____	\$_____
0005BC	Digital	_____ea	\$_____	\$_____
0005BD	Oversized	_____sq ft	\$_____	\$_____
0005BE	Black and White (Single Color) Copies	_____ea	\$_____	\$_____
0005BF	Special Work (Labor)	_____Hr.	\$_____	\$_____
0006	LARGE FORMAT OUTPUT		NSP	NSP
0006BA	Full Size	_____sq ft	\$_____	\$_____
0006BB	Foldouts/Half Size	_____sq ft	\$_____	\$_____
0006BC	Blowback	_____sq ft	\$_____	\$_____
0006BD	Plotter – Black and White at 300 dpi	_____sq ft	\$_____	\$_____
0006BE	Plotter – Black and White at < 300 dpi	_____sq ft	\$_____	\$_____
0006BF	Special Work (Labor)	_____Hr.	\$_____	\$_____
0007	STANDARDIZATION/ASSIST		NSP	NSP
0007BA	On-Demand Output	_____ea	\$_____	\$_____
0008	TMPODS/PRINT-ON-DEMAND		NSP	NSP
0008BA	TMPODS Paper Output	_____ea	\$_____	\$_____
0008BB	Special Work (Labor)	_____Hr.	\$_____	\$_____
0009	OFFLINE MACHINE BINDERY OPERATIONS		NSP	NSP
0009BA	Punch/Drill	_____ea.	\$_____	\$_____

0009BB	Side Stitch/Staple	_____ea.	\$_____	\$_____
0009BC	Saddle Stitch	_____ea.	\$_____	\$_____
0009BD	Booklet Maker Stitching	_____ea.	\$_____	\$_____
0009BE	Machine Folding	_____ea.	\$_____	\$_____
0009BF	Padding	_____unit	\$_____	\$_____
0009BG	Glue Bind	_____unit	\$_____	\$_____
0009BH	Thermal Seal	_____ea.	\$_____	\$_____
0009BJ	Shrink Wrap	_____ea.	\$_____	\$_____
0010	OFFLINE SPECIAL BINDERY OPERATIONS		NSP	NSP
0010BA	Hand Folding	_____ea.	\$_____	\$_____
0010BB	ACCO Fastener	_____ea.	\$_____	\$_____
0010BC	Screw Post	_____ea.	\$_____	\$_____
0010BD	Tape Binding	_____ea.	\$_____	\$_____
0010BE	Plastic Comb/Wire Bind	_____ea.	\$_____	\$_____
0010BF	Hand Assembly	_____ea.	\$_____	\$_____
00011	SILKSCREEN		NSP	NSP
0011BA	Make-Ready	_____ea.	\$_____	\$_____
0011BB	Run	_____sq in	\$_____	\$_____
0011BC	Non-Reflective Vinyl	_____sq in	\$_____	\$_____
0011BD	Transparent, Reflective, and Foil Vinyl	_____sq in	\$_____	\$_____
0011BE	Perforated Vinyl	_____sq in	\$_____	\$_____
0011BF	Special Work (Labor)	_____Hr.	\$_____	\$_____
0012	MICROFORM		NSP	NSP
0012BA	Microfiche – 105mm COM	_____ea.	\$_____	\$_____
0012BB	Microfiche – 105mm Dups – Low Vol	_____ea.	\$_____	\$_____
0012BC	Microfiche – 105mm Dups – High Vol	_____ea.	\$_____	\$_____
0012BD	Aperture Card – Record/Verify	_____ea.	\$_____	\$_____

0012BE	Aperture Card – Duplicates	_____ea.	\$_____	\$_____
0012BF	Aperture Card – Scan (Standard QA)	_____ea.	\$_____	\$_____
0012BG	Aperture Card – Scan (Enhanced QA)	_____ea.	\$_____	\$_____
0012BH	Special Work (Labor)	_____Hr.	\$_____	\$_____
0013	MISCELLANEOUS PROCESSES		NSP	NSP
0013BA	Metal Photo Plates	_____sq in	\$_____	\$_____
0013BB	Laminating	_____sq ft	\$_____	\$_____
0013BC	Special Work (Labor)	_____Hr.	\$_____	\$_____
0014	ADDRESSING/MAILING/DELIVERY		NSP	NSP
0014BA	Automated Labels – Printout/Application	_____ea.	\$_____	\$_____
0014BB	Postage	_____cost	\$_____	\$_____
0014BC	Preparation/Mail (PED/APADE)	_____unit	\$_____	\$_____
0014BD	DAPS Delivery Service	_____unit	\$_____	\$_____
0014BE	Contracted Delivery Service	_____unit	\$_____	\$_____
0014BF	Special Work (Labor)	_____Hr.	\$_____	\$_____
0015	MATERIALS	ESTIMATED NOT TO EXCEED		
		\$_____		
0016	LABOR HOUR	ESTIMATED NOT TO EXCEED		
		\$_____		
0017	TRAVEL REIMBURSEMENT	ESTIMATED NOT TO EXCEED		
		\$_____		
0018	SPECIAL STOCK	ESTIMATED NOT TO EXCEED		
		\$_____		
0019	PAPER		NSP	NSP

0019BA copies	White Bond Paper	8 ½ x 11 ea	White Bond to be included in the price of		
0019BB	White Bond Paper, Other than 8 1/2X11, Drilled/Punched/Perforated	_____ea	\$_____	\$_____	
0019BC	Color Bond Paper	_____ea	\$_____	\$_____	
0019BD	Rag Bond Paper	_____ea	\$_____	\$_____	
0019BE	Parchment, Index and Cover Paper, White and Colored	_____ea	\$_____	\$_____	
0019BF	Carbonless Paper, One-part	_____ea	\$_____	\$_____	
0019BG	Carbonless Paper, Multi-part	_____ea	\$_____	\$_____	
0019BH	Computer Paper, Green Bar	_____ea.	\$_____	\$_____	
0019BJ	Tabs, White and Color, All Cuts 9 ½ x 12	_____ea.	\$_____	\$_____	
0019BK	Target Paper	_____ea	\$_____	\$_____	

Second Option Period (12 months)

			Estimated Quantity	Unit	Price	Unit Total Price
0001	DOCUMENT AUTOMATION			NSP		NSP
0001CA	Automated/Desktop Publishing Special Work (Labor)	_____	Hr.	\$_____		\$_____
0002	DATA SCANNING & CONVERSION			NSP		NSP
0002CA	Hardcopy to PDF	_____	ea	\$_____		\$_____
0002CB	Digital File to PDF	_____	ea	\$_____		\$_____
0002CC	Digital File Preparation	_____	unit	\$_____		\$_____
0002CD	Hardcopy to Image + Text PDF	_____	ea	\$_____		\$_____
0002CE	Raster Scanning	_____	ea	\$_____		\$_____
0002CF	OCR/ICR/Photo Scanning	_____	ea	\$_____		\$_____
0002CG	Engineering Drawing to PDF	_____	ea.	\$_____		\$_____
0002CH	Microfiche to PDF	_____	ea	\$_____		\$_____
0002CJ	Special Work (Labor)	_____	Hr.	\$_____		\$_____
0003	DIGITAL PRODUCTS			NSP		NSP
0003CA	CD-ROM	_____	EA.	\$_____		\$_____
0003CB	Low Volume CD-ROM Replicates	_____	EA.	\$_____		\$_____
0003CC	High Volume CD-ROM Replicates	_____	EA.	\$_____		\$_____
0003CD	Disk Duplication	_____	ea.	\$_____		\$_____
0003CE	Special Work (Labor)	_____	Hr.	\$_____		\$_____
0004	ELECTRONIC OUTPUT			NSP		NSP
0004CA	Duplicate Original/Proof Copy	_____	ea	\$_____		\$_____
0004CB	Original Charge	_____	ea	\$_____		\$_____
0004CC	Run from Paper Input	_____	ea	\$_____		\$_____
0004CD	Run from Digital File Input	_____	ea	\$_____		\$_____

0004CE	Specialty Finishing	_____ea	\$_____	\$_____
0004CF	Run- Spot Color	_____ea	\$_____	\$_____
0004CG	LES Production	_____ea.	\$_____	\$_____
0004CH	EPPS Production	_____ea	\$_____	\$_____
0004CJ	Special Work (Labor)	_____Hr.	\$_____	\$_____
0005	FULL COLOR OUTPUT		NSP	NSP
0005CA	Low Volume	_____ea	\$_____	\$_____
0005CB	High Volume	_____ea	\$_____	\$_____
0005CC	Digital	_____ea	\$_____	\$_____
0005CD	Oversized	_____sq ft	\$_____	\$_____
0005CE	Black and White (Single Color) Copies	_____ea	\$_____	\$_____
0005CF	Special Work (Labor)	_____Hr.	\$_____	\$_____
0006	LARGE FORMAT OUTPUT		NSP	NSP
0006CA	Full Size	_____sq ft	\$_____	\$_____
0006CB	Foldouts/Half Size	_____sq ft	\$_____	\$_____
0006CC	Blowback	_____sq ft	\$_____	\$_____
0006CD	Plotter – Black and White at 300 dpi	_____sq ft	\$_____	\$_____
0006CE	Plotter – Black and White at < 300 dpi	_____sq ft	\$_____	\$_____
0006CF	Special Work (Labor)	_____Hr.	\$_____	\$_____
0007	STANDARDIZATION/ASSIST		NSP	NSP
0007CA	On-Demand Output	_____ea	\$_____	\$_____
0008	TMPODS/PRINT-ON-DEMAND		NSP	NSP
0008CA	TMPODS Paper Output	_____ea	\$_____	\$_____
0008CB	Special Work (Labor)	_____Hr.	\$_____	\$_____
0009	OFFLINE MACHINE BINDERY OPERATIONS		NSP	NSP
0009CA	Punch/Drill	_____unit	\$_____	\$_____

0009CB	Side Stitch/Staple	_____ea.	\$_____	\$_____
0009CC	Saddle Stitch	_____ea.	\$_____	\$_____
0009CD	Booklet Maker Stitching	_____ea.	\$_____	\$_____
0009CE	Machine Folding	_____ea.	\$_____	\$_____
0009CF	Padding	_____unit	\$_____	\$_____
0009CG	Glue Bind	_____unit	\$_____	\$_____
0009CH	Thermal Seal	_____ea.	\$_____	\$_____
0009CJ	Shrink Wrap	_____ea.	\$_____	\$_____
0010	OFFLINE SPECIAL BINDERY OPERATIONS		NSP	NSP
0010CA	Hand Folding	_____ea.	\$_____	\$_____
0010CB	ACCO Fastener	_____ea.	\$_____	\$_____
0010CC	Screw Post	_____ea.	\$_____	\$_____
0010CD	Tape Binding	_____ea.	\$_____	\$_____
0010CE	Plastic Comb/Wire Bind	_____ea.	\$_____	\$_____
0010CF	Hand Assembly	_____unit	\$_____	\$_____
00011	SILKSCREEN		NSP	NSP
0011CA	Make-Ready	_____unit	\$_____	\$_____
0011CB	Run	_____sq in	\$_____	\$_____
0011CC	Non-Reflective Vinyl	_____sq in	\$_____	\$_____
0011CD	Transparent, Reflective, and Foil Vinyl	_____sq in	\$_____	\$_____
0011CE	Perforated Vinyl	_____sq in	\$_____	\$_____
0011CF	Special Work (Labor)	_____Hr.	\$_____	\$_____
0012	MICROFORM		NSP	NSP
0012CA	Microfiche – 105mm COM	_____ea.	\$_____	\$_____
0012CB	Microfiche – 105mm Dups – Low Vol	_____ea.	\$_____	\$_____
0012CC	Microfiche – 105mm Dups – High Vol	_____ea.	\$_____	\$_____
0012CD	Aperture Card – Record/Verify	_____ea.	\$_____	\$_____

0012CE	Aperture Card – Duplicates	_____ ea.	\$_____	\$_____
0012CF	Aperture Card – Scan (Standard QA)	_____ ea.	\$_____	\$_____
0012CG	Aperture Card – Scan (Enhanced QA)	_____ ea.	\$_____	\$_____
0012CH	Special Work (Labor)	_____ Hr.	\$_____	\$_____
0013	MISCELLANEOUS PROCESSES		NSP	NSP
0013CA	Metal Photo Plates	_____ sq in	\$_____	\$_____
0013CB	Laminating	_____ sq ft	\$_____	\$_____
0013CC	Special Work (Labor)	_____ Hr.	\$_____	\$_____
0014	ADDRESSING/MAILING/DELIVERY		NSP	NSP
0014CA	Automated Labels – Printout/Application	_____ ea.	\$_____	\$_____
0014CB	Postage	_____ unit	\$_____	\$_____
0014CC	Preparation/Mail (PED/APADE)	_____ unit	\$_____	\$_____
0014CD	DAPS Delivery Service	_____ unit	\$_____	\$_____
0014CE	Contracted Delivery Service	_____ unit	\$_____	\$_____
0014CF	Special Work (Labor)	_____ Hr.	\$_____	\$_____
0015	MATERIALS		ESTIMATED NOT TO EXCEED	
			\$_____	
0016	LABOR HOUR		ESTIMATED NOT TO EXCEED	
			\$_____	
0017	TRAVEL REIMBURSEMENT		ESTIMATED NOT TO EXCEED	
			\$_____	
0018	SPECIAL STOCK		ESTIMATED NOT TO EXCEED	
			\$_____	
0019	PAPER		NSP	NSP

0019CA	White Bond Paper	8 1/2X11 White Bond to be included in the price of copies		
0019CB	White Bond Paper , Other than 8 1/2X11, Drilled/Punched/Perforated	_____ea	\$_____	\$_____
0019CC	Color Bond Paper	_____ea	\$_____	\$_____
0019CD	Rag Bond Paper	_____ea	\$_____	\$_____
0019CE	Parchment, Index and Cover Paper, White and Colored	_____ea	\$_____	\$_____
0019CF	Carbonless Paper, One-part	_____ea	\$_____	\$_____
0019CG	Carbonless Paper, Multi-part	_____ea	\$_____	\$_____
0019CH	Computer Paper, Green Bar	_____ea.	\$_____	\$_____
0019CJ	Tabs, White and Color, All Cuts 9 1/2 x 11	_____ea.	\$_____	\$_____
0019CK	Target Paper	_____ea	\$_____	\$_____

First Award Term Option (12 months)

			Estimated Quantity Unit	Unit Total Price Price
0001	DOCUMENT AUTOMATION		NSP	NSP
0001DA	Automated/Desktop Publishing Special Work (Labor)	_____ Hr.	\$_____	\$_____
0002	DATA SCANNING & CONVERSION		NSP	NSP
0002DA	Hardcopy to PDF	_____ ea	\$_____	\$_____
0002DB	Digital File to PDF	_____ ea	\$_____	\$_____
0002DC	Digital File Preparation	_____ unit	\$_____	\$_____
0002DD	Hardcopy to Image + Text PDF	_____ ea	\$_____	\$_____
0002DE	Raster Scanning	_____ ea	\$_____	\$_____
0002DF	OCR/ICR/Photo Scanning	_____ ea	\$_____	\$_____
0002DG	Engineering Drawing to PDF	_____ ea.	\$_____	\$_____
0002DH	Microfiche to PDF	_____ ea	\$_____	\$_____
0002DJ	Special Work (Labor)	_____ Hr.	\$_____	\$_____
0003	DIGITAL PRODUCTS		NSP	NSP
0003DA	CD-ROM	_____ EA.	\$_____	\$_____
0003DB	Low Volume CD-ROM Replicates	_____ EA.	\$_____	\$_____
0003DC	High Volume CD-ROM Replicates	_____ EA.	\$_____	\$_____
0003DD	Disk Duplication	_____ ea.	\$_____	\$_____
0003DE	Special Work (Labor)	_____ Hr.	\$_____	\$_____
0004	ELECTRONIC OUTPUT		NSP	NSP
0004DA	Duplicate Original/Proof Copy	_____ ea	\$_____	\$_____
0004DB	Original Charge	_____ ea	\$_____	\$_____
0004DC	Run from Paper Input	_____ ea	\$_____	\$_____

0004DD	Run from Digital File Input	_____ea	\$_____	\$_____
0004DE	Specialty Finishing	_____ea	\$_____	\$_____
0004DF	Run- Spot Color	_____ea	\$_____	\$_____
0004DG	LES Production	_____EA .	\$_____	\$_____
0004DH	EPPS Production	_____ea	\$_____	\$_____
0004DJ	Special Work (Labor)	_____Hr.	\$_____	\$_____
0005	FULL COLOR OUTPUT		NSP	NSP
0005DA	Low Volume	_____ea	\$_____	\$_____
0005DB	High Volume	_____ea	\$_____	\$_____
0005DC	Digital	_____ea	\$_____	\$_____
0005DD	Oversized	_____sq ft	\$_____	\$_____
0005DE	Black and White (Single Color) Copies	_____ea	\$_____	\$_____
0005DF	Special Work (Labor)	_____Hr.	\$_____	\$_____
0006	LARGE FORMAT OUTPUT		NSP	NSP
0006DA	Full Size	_____sq ft	\$_____	\$_____
0006DB	Foldouts/Half Size	_____sq ft	\$_____	\$_____
0006DC	Blowback	_____sq ft	\$_____	\$_____
0006DD	Plotter – Black and White at 300 dpi	_____sq ft	\$_____	\$_____
0006DE	Plotter – Black and White at < 300 dpi	_____sq ft	\$_____	\$_____
0006DF	Special Work (Labor)	_____Hr.	\$_____	\$_____
0007	STANDARDIZATION/ASSIST		NSP	NSP
0007DA	On-Demand Output	_____ea	\$_____	\$_____
0008	TMPODS/PRINT-ON-DEMAND		NSP	NSP
0008DA	TMPODS Paper Output	_____ea	\$_____	\$_____
0008DB	Special Work (Labor)	_____Hr.	\$_____	\$_____
0009	OFFLINE MACHINE BINDERY OPERATIONS		NSP	NSP
0009DA	Punch/Drill	_____unit	\$_____	\$_____

0009DB	Side Stitch/Staple	_____ea.	\$_____	\$_____
0009DC	Saddle Stitch	_____ea.	\$_____	\$_____
0009DD	Booklet Maker Stitching	_____ea.	\$_____	\$_____
0009DE	Machine Folding	_____ea.	\$_____	\$_____
0009DF	Padding	_____unit	\$_____	\$_____
0009DG	Glue Bind	_____unit	\$_____	\$_____
0009DH	Thermal Seal	_____ea.	\$_____	\$_____
0009DJ	Shrink Wrap	_____ea.	\$_____	\$_____
0010	OFFLINE SPECIAL BINDERY OPERATIONS		NSP	NSP
0010DA	Hand Folding	_____ea.	\$_____	\$_____
0010DB	ACCO Fastener	_____ea.	\$_____	\$_____
0010DC	Screw Post	_____ea.	\$_____	\$_____
0010DD	Tape Binding	_____ea.	\$_____	\$_____
0010DE	Plastic Comb/Wire Bind	_____ea.	\$_____	\$_____
0010DF	Hand Assembly	_____ea.	\$_____	\$_____
00011	SILKSCREEN		NSP	NSP
0011DA	Make-Ready	_____unit	\$_____	\$_____
0011DB	Run	_____sq in	\$_____	\$_____
0011DC	Non-Reflective Vinyl	_____sq in	\$_____	\$_____
0011DD	Transparent, Reflective, and Foil Vinyl	_____sq in	\$_____	\$_____
0011DE	Perforated Vinyl	_____sq in	\$_____	\$_____
0011DF	Special Work (Labor)	_____Hr.	\$_____	\$_____
0012	MICROFORM		NSP	NSP
0012DA	Microfiche – 105mm COM	_____ea.	\$_____	\$_____
0012DB	Microfiche – 105mm Dups – Low Vol	_____ea.	\$_____	\$_____
0012DC	Microfiche – 105mm Dups – High Vol	_____ea.	\$_____	\$_____

0012DD	Aperture Card – Record/Verify	_____ea.	\$_____	\$_____
0012DE	Aperture Card – Duplicates	_____ea.	\$_____	\$_____
0012DF	Aperture Card – Scan (Standard QA)	_____ea.	\$_____	\$_____
0012DG	Aperture Card – Scan (Enhanced QA)	_____ea.	\$_____	\$_____
0012DH	Special Work (Labor)	_____Hr.	\$_____	\$_____
0013	MISCELLANEOUS PROCESSES		NSP	NSP
0013DA	Metal Photo Plates	_____sq in	\$_____	\$_____
0013DB	Laminating	_____sq ft	\$_____	\$_____
0013DC	Special Work (Labor)	_____Hr.	\$_____	\$_____
0014	ADDRESSING/MAILING/DELIVERY		NSP	NSP
0014DA	Automated Labels – Printout/Application	_____ea.	\$_____	\$_____
0014DB	Postage	_____cost	\$_____	\$_____
0014DC	Preparation/Mail (PED/APADE)	_____unit	\$_____	\$_____
0014DD	DAPS Delivery Service	_____unit	\$_____	\$_____
0014DE	Contracted Delivery Service	_____unit	\$_____	\$_____
0014DF	Special Work (Labor)	_____Hr.	\$_____	\$_____
0015	MATERIALS	ESTIMATED NOT TO EXCEED		
		\$_____		
0016	LABOR HOUR	ESTIMATED NOT TO EXCEED		
		\$_____		
0017	TRAVEL REIMBURSEMENT	ESTIMATED NOT TO EXCEED		
		\$_____		
0018	SPECIAL STOCK	ESTIMATED NOT TO EXCEED		
		\$_____		
0019	PAPER		NSP	NSP

0019DA	White Bond Paper	8 1/2X11 White Bond to be included in the price of copies		
0019DB	White Bond Paper, Other than 8 1/2X11, Drilled/Punched/Perforated	_____ea	\$_____	\$_____
0019DC	Color Bond Paper	_____ea	\$_____	\$_____
0019DD	Rag Bond Paper	_____ea	\$_____	\$_____
0019DE	Parchment, Index and Cover Paper, White and Colored	_____ea	\$_____	\$_____
0019DF	Carbonless Paper, One-part	_____ea	\$_____	\$_____
0019DG	Carbonless Paper, Multi-part	_____ea	\$_____	\$_____
0019DH	Computer Paper, Green Bar	_____ea.	\$_____	\$_____
0019DJ	Tabs, White and Color, All Cuts 9 1/2 x 11	_____ea.	\$_____	\$_____
0019DK	Target Paper	_____ea	\$_____	\$_____

Second Award Term Option

			Estimated Quantity	Unit	Price	Unit Total Price
0001	DOCUMENT AUTOMATION				NSP	NSP
0001EA	Automated/Desktop Publishing Special Work (Labor)	_____	Hr.	\$_____	\$_____	
0002	DATA SCANNING & CONVERSION				NSP	NSP
0002EA	Hardcopy to PDF	_____	ea	\$_____	\$_____	
0002EB	Digital File to PDF	_____	ea	\$_____	\$_____	
0002EC	Digital File Preparation	_____	unit	_____	\$_____	
0002ED	Hardcopy to Image + Text PDF	_____	ea	\$_____	\$_____	
0002EE	Raster Scanning	_____	ea	\$_____	\$_____	
0002EF	OCR/ICR/Photo Scanning	_____	ea	\$_____	\$_____	
0002EG	Engineering Drawing to PDF	_____	ea.	\$_____	\$_____	
0002EH	Microfiche to PDF	_____	ea	\$_____	\$_____	
0002EJ	Special Work (Labor)	_____	Hr.	\$_____	\$_____	
0003	DIGITAL PRODUCTS				NSP	NSP
0003EA	CD-ROM	_____	EA.	\$_____	\$_____	
0003EB	Low Volume CD-ROM Replicates	_____	EA.	\$_____	\$_____	
0003EC	High Volume CD-ROM Replicates	_____	EA.	\$_____	\$_____	
0003ED	Disk Duplication	_____	ea.	\$_____	\$_____	
0003EE	Special Work (Labor)	_____	Hr.	\$_____	\$_____	
0004	ELECTRONIC OUTPUT				NSP	NSP
0004EA	Duplicate Original/Proof Copy	_____	ea	\$_____	\$_____	
0004EB	Original Charge	_____	ea	\$_____	\$_____	
0004EC	Run from Paper Input	_____	ea	\$_____	\$_____	
0004ED	Run from Digital File Input	_____	ea	\$_____	\$_____	
0004EE	Specialty Finishing	_____	ea	\$_____	\$_____	

0004EF	Run- Spot Color	_____ea	\$_____	\$_____
0004EG	LES Production	_____EA.	\$_____	\$_____
0004EH	EPPS Production	_____ea	\$_____	\$_____
0004EJ	Special Work (Labor)	_____Hr.	\$_____	\$_____
0005	FULL COLOR OUTPUT		NSP	NSP
0005EA	Low Volume	_____ea	\$_____	\$_____
0005EB	High Volume	_____ea	\$_____	\$_____
0005EC	Digital	_____ea	\$_____	\$_____
0005ED	Oversized	_____sq ft	\$_____	\$_____
0005EE	Black and White (Single Color) Copies	_____ea	\$_____	\$_____
0005EF	Special Work (Labor)	_____Hr.	\$_____	\$_____
0006	LARGE FORMAT OUTPUT		NSP	NSP
0006EA	Full Size	_____sq ft	\$_____	\$_____
0006EB	Foldouts/Half Size	_____sq ft	\$_____	\$_____
0006EC	Blowback	_____sq ft	\$_____	\$_____
0006ED	Plotter – Black and White at 300 dpi	_____sq ft	\$_____	\$_____
0006EE	Plotter – Black and White at < 300 dpi	_____sq ft	\$_____	\$_____
0006EF	Special Work (Labor)	_____Hr.	\$_____	\$_____
0007	STANDARDIZATION/ASSIST		NSP	NSP
0007EA	On-Demand Output	_____ea	\$_____	\$_____
0008	TMPODS/PRINT-ON-DEMAND		NSP	NSP
0008EA	TMPODS Paper Output	_____ea	\$_____	\$_____
0008EB	Special Work (Labor)	_____Hr.	\$_____	\$_____
0009	OFFLINE MACHINE BINDERY OPERATIONS		NSP	NSP
0009EA	Punch/Drill	_____unit	\$_____	\$_____
0009EB	Side Stitch/Staple	_____ea.	\$_____	\$_____

0009EC	Saddle Stitch	_____ea.	\$_____	\$_____
0009ED	Booklet Maker Stitching	_____ea.	\$_____	\$_____
0009EE	Machine Folding	_____ea.	\$_____	\$_____
0009EF	Padding	_____unit	\$_____	\$_____
0009EG	Glue Bind	_____unit	\$_____	\$_____
0009EH	Thermal Seal	_____ea.	\$_____	\$_____
0009EJ	Shrink Wrap	_____ea.	\$_____	\$_____
0010	OFFLINE SPECIAL BINDERY OPERATIONS		NSP	NSP
0010EA	Hand Folding	_____ea.	\$_____	\$_____
0010EB	ACCO Fastener	_____ea.	\$_____	\$_____
0010EC	Screw Post	_____ea.	\$_____	\$_____
0010ED	Tape Binding	_____ea.	\$_____	\$_____
0010EE	Plastic Comb/Wire Bind	_____ea.	\$_____	\$_____
0010EF	Hand Assembly	_____unit	\$_____	\$_____
00011	SILKSCREEN		NSP	NSP
0011EA	Make-Ready	_____unit	\$_____	\$_____
0011EB	Run	_____sq in	\$_____	\$_____
0011EC	Non-Reflective Vinyl	_____sq in	\$_____	\$_____
0011ED	Transparent, Reflective, and Foil Vinyl	_____sq in	\$_____	\$_____
0011EE	Perforated Vinyl	_____sq in	\$_____	\$_____
0011EF	Special Work (Labor)	_____Hr.	\$_____	\$_____
0012	MICROFORM		NSP	NSP
0012EA	Microfiche – 105mm COM	_____ea.	\$_____	\$_____
0012EB	Microfiche – 105mm Dups – Low Vol	_____ea.	\$_____	\$_____
0012EC	Microfiche – 105mm Dups – High Vol	_____ea.	\$_____	\$_____
0012ED	Aperture Card – Record/Verify	_____ea.	\$_____	\$_____
0012EE	Aperture Card – Duplicates	_____ea.	\$_____	\$_____

0012EF	Aperture Card – Scan (Standard QA)	_____ea.	\$_____	\$_____
0012EG	Aperture Card – Scan (Enhanced QA)	_____ea.	\$_____	\$_____
0012EH	Special Work (Labor)	_____Hr.	\$_____	\$_____
0013	MISCELLANEOUS PROCESSES		NSP	NSP
0013EA	Metal Photo Plates	_____sq in	\$_____	\$_____
0013EB	Laminating	_____sq ft	\$_____	\$_____
0013EC	Special Work (Labor)	_____Hr.	\$_____	\$_____
0014	ADDRESSING/MAILING/DELIVERY		NSP	NSP
0014EA	Automated Labels – Printout/Application	_____ea.	\$_____	\$_____
0014EB	Postage	_____unit	\$_____	\$_____
0014EC	Preparation/Mail (PED/APADE)	_____unit	\$_____	\$_____
0014ED	DAPS Delivery Service	_____unit	\$_____	\$_____
0014EE	Contracted Delivery Service	_____unit	\$_____	\$_____
0014EF	Special Work (Labor)	_____Hr.	\$_____	\$_____
0015	MATERIALS	ESTIMATED NOT TO EXCEED		
		\$_____		
0016	LABOR HOUR	ESTIMATED NOT TO EXCEED		
		\$_____		
0017	TRAVEL REIMBURSEMENT	ESTIMATED NOT TO EXCEED		
		\$_____		
0018	SPECIAL STOCK	ESTIMATED NOT TO EXCEED		
		\$_____		
0019	PAPER		NSP	NSP
0019EA	White Bond Paper	81/2X11 White Bond to be included in the price of copies		

0019EB	White Bond Paper, Other than 8 1/2X11, Drilled/Punched/Perforated	_____ea	\$_____	\$_____
0019EC	Color Bond Paper	_____ea	\$_____	\$_____
0019ED	Rag Bond Paper	_____ea	\$_____	\$_____
0019EE	Parchment, Index and Cover Paper, White and Colored	_____ea	\$_____	\$_____
0019EF	Carbonless Paper, One-part	_____ea	\$_____	\$_____
0019EG	Carbonless Paper, Multi-part	_____ea	\$_____	\$_____
0019EH	Computer Paper, Green Bar	_____ea.	\$_____	\$_____
0019EJ	Tabs, White and Color, All Cuts	_____ea.	\$_____	\$_____
0019EK	Target Paper	_____ea	\$_____	\$_____

SECTION B
SUPPLIES OR SERVICES AND PRICES/COSTS

**B.1 SCHEDULE—FIRM FIXED PRICE AND FIXED PRICE WITH ECONOMIC PRICE
ADJUSTMENT DLAD 52.214-9001 (JUL 1996)**

For the following items, the base unit price (before economic price adjustment (EPA)), is comprised of two portions:

(1) A portion subject to adjustment under the EPA clause of this contract, plus

(2) The (remaining) firm fixed price portion (for which separate pricing is permitted for option periods) pursuant to the clause of this contract entitled, "OPTION TO EXTEND THE TERM OF THE CONTRACT—SEPARATE FIRM FIXED PRICE AND FIXED PRICE WITH ECONOMIC PRICE ADJUSTMENT PORTIONS" DLAD 52.217-9001 (F.5).

Standard Bond Paper 8 ½" x 11" and 8 ½" x 14"

Firm fixed price portion	\$ _____
--------------------------	----------

Portion subject to EPA	+ _____
------------------------	---------

Total base period unit price (sum of two)	\$ _____
---	----------

Note – Portion subject to EPA is subject to adjustment based on the Pulp and Paper Index.

B.2 DEFINITIONS OF CLIN STRUCTURE

(To be added)

7/31/00

SP4410-00-R-3004

Page _____ of _____

SECTION C
DESCRIPTION/SPECIFICATIONS

See Attachment 1, Performance Work Statement

7/31/00

SP4410-00-R-3004

Page ____ of ____

SECTION D
PACKAGING AND MARKING

D.1 PACKAGING, MARKING AND LABELING DRMS 52.246-9R01 (MAR 2000)

Packaging, marking and labeling will be in accordance with commercial practices and applicable regulations.

SECTION E
INSPECTION AND ACCEPTANCE

E.1 INCORPORATION OF CLAUSES AND/OR PROVISIONS BY REFERENCE
DRMS 52.252-9R01 (DEC 1995)

The following clauses/provisions are hereby incorporated by reference (See the clause entitled CLAUSES INCORPORATED BY REFERENCE FAR 52.252-2 and the provision entitled PROVISIONS INCORPORATED BY REFERENCE FAR 52.252-1). Unless otherwise specified, the clauses in this section apply to all CLINs.

(a) **FAR CLAUSES**

- | | | |
|--|-----------|--------------------------|
| 1. INSPECTION OF SUPPLIES – FIXED PRICE | 52.246-2 | (AUG 1996) |
| 2. INSPECTION OF SERVICES--FIXED PRICE | 52.246-4 | (AUG 1996) |
| 3. INSPECTION OF SERVICES-- COST
REIMBURSEMENT | 52.246-5 | (APR 1984) |
| 4. INSPECTION TIME AND MATERIAL
AND LABOR HOUR
ALTERNATE 1 | 52.246-6 | (JAN 1986)
(APR 1984) |
| 5. RESPONSIBILITY FOR SUPPLIES | 52.246-16 | (APR 1984) |

(b) **DRMS CLAUSES**

- | | | |
|--------------------------|-------------|------------|
| 1. GOVERNMENT INSPECTION | 52.246-9R03 | (JAN 2000) |
|--------------------------|-------------|------------|

(c) **DRMS CLAUSES IN REFERENCE WITH FILL-IN**

1. USE OF COMMERCIAL CONCERNS TO PERFORM INSPECTION OF
SERVICES DRMS 52.246-9R05 (JAN 2000)

Change paragraph (a) to read -- The Government reserves the right to utilize the services of commercial concerns to perform, or assist in the performance of surveillance, inspections, and/or tests of contractor and/or subcontractor services as provided in the clauses FAR 52.246-4, FAR 52.246-5, and FAR 52.246-6.

2. CONTRACTOR QUALITY CONTROL DRMS 52.246-9R06 (JAN 2000)

Change paragraph (a) to read -- In accordance with the clauses FAR 52.246-4, FAR 52.246-5, and FAR 52.246-6, the contractor must establish and maintain an effective quality control program designed to provide assurance that all contract requirements, whether performed by the contractor or by subcontractors, are being accomplished in an acceptable manner.

SECTION F
DELIVERIES OR PERFORMANCE

F.1 INCORPORATION OF CLAUSES AND/OR PROVISIONS BY REFERENCE
DRMS 52.252-9R01 (DEC 1995)

The following clauses/provisions are hereby incorporated by reference (See the clause entitled CLAUSES INCORPORATED BY REFERENCE FAR 52.252-2 and the provision entitled PROVISIONS INCORPORATED BY REFERENCE FAR 52.252-1). Unless otherwise specified, the clauses in this section apply to all CLINs.

(a) **FAR CLAUSES**

- | | | |
|-----------------------------|-----------|------------|
| 1. STOP-WORK ORDER | 52.242-15 | (AUG 1989) |
| 2. FOB DESTINATION | 52.247-34 | (NOV 1991) |
| 3. GOVERNMENT DELAY OF WORK | 52.242-17 | (APR 1984) |

(b) **DoD FAR SUPPLEMENT CLAUSES**

- | | | |
|-------------------------|--------------|------------|
| 1. POSTAWARD CONFERENCE | 252.242-7000 | (DEC 1991) |
|-------------------------|--------------|------------|

(c) **DRMS CLAUSES**

- | | | |
|-----------------------------|-------------|------------|
| 1. CERTIFICATE OF INSURANCE | 52.228-9R01 | (DEC 1995) |
|-----------------------------|-------------|------------|

(d) **DEFENSE LOGISTICS ACQUISITION DIRECTORY (DLAD) CLAUSES IN REFERENCE WITH FILL-IN**

1. OPTION TO EXTEND THE TERM OF THE CONTRACT—SEPARATE FIRM FIXED PRICE AND FIXED PRICE WITH ECONOMIC PRICE ADJUSTMENT PORTIONS DLAD 52.217-9001 (JULY 1996)

- (a) 14 days
60 days

- (b) 12 months
62 months

(c) (2) the (remaining) firm fixed price portion of the price for the same contract line item, using the applicable amount for each option period may exceed that of the base period. However, the contractor may not include in the fixed price portion, any contingency pricing that is subject to the EPA index.

(e) **DRMS CLAUSES IN REFERENCE WITH FILL-IN**

1. OPTION TO EXTEND THE TERM OF THE CONTRACT
DRMS 52.217-9R01 (JAN 2000)

Change "period of (12) months" to "period of two, 1-yr options".

F.3 PERIOD OF PERFORMANCE/TERM OF CONTRACT
DRMS 52.211-9R09 (FEB 2000)

The Contractor shall begin contract performance and the transition period on the date set by the Government, after attending the post award conference. The contractor shall provide all services listed on the Bid schedule in accordance with all terms and conditions of this contract.

The Government expects that a "phased" transition would be beneficial to the service provider as well as the Government. Service Provider may submit, with their offer, the times expected to be required for transition (see Section L). The contract award will cite the transition period(s) to be used.

Task orders against this contract may be written for a period of 36 months from beginning of the performance period. With 2, 1-year options and the award term options, the contract shall not exceed a total of 84months.

Task orders will be issued for all CLINs.

SECTION G
CONTRACT ADMINISTRATION DATA

G.1 INCORPORATION OF CLAUSES AND/OR PROVISIONS BY REFERENCE
DRMS 52.252-9R01 (DEC 1995)

The following clauses/provisions are hereby incorporated by reference (See the clause entitled CLAUSES INCORPORATED BY REFERENCE FAR 52.252-2 and the provision entitled PROVISIONS INCORPORATED BY REFERENCE FAR 52.252-1). Unless otherwise specified, the clauses in this section apply to all CLINs.

(a) **DRMS CLAUSES**

1. DEFINITIONS/FUNCTIONS 52.242-9R01 (JAN 2000)

G.2 CONTRACT MINIMUM/MAXIMUM **DRMS 52.217-9R08 (FEB 2000)**

(a) This contract is a hybrid indefinite quantity contract with the minimum and maximum for each period. The contract minimum is to be paid only in the event the Government fails to order services equal to or more than the minimum amount established for each performance period. If services are ordered in an amount less than the minimum for a period, the contractor will be paid the difference between the contract minimum and the amount ordered. For each contract period, the minimum is 10% and the maximum is 150%.

G.3 INVOICING - DRMS 52.232-9R02 (MAR 2000)

(a) The contractor shall submit an original invoice to the KO or designee at the address(es) to be cited prior to performance start. The contractor may invoice monthly for services rendered in the previous month.

(b) Submission of the invoice certifies that all services rendered were performed in accordance with the terms and conditions of the contract and that all necessary documentation required by Section C has been provided to the KO or designee.

(c) Invoices shall contain the following information:

- (1) Contract Number, Task Order No. and CLIN information being billed for.
- (2) Description of Work.
- (3) If applicable, hourly rates, and number of labor hours.
- (4) If applicable, other costs incurred and allowable under the contract and identification of such costs.

(5) A certificate for the Government signature stating:

I have reviewed invoiced charges and certify that they appear to be correct and accurate. _____

Signature

(d) The Government will review the charges and determine whether the charges appear to be accurate. The Government has 30 days for review. Non-conformances will be returned to the contractor. Invoices for non-conforming services may be reduced in accordance with the inspection clauses incorporated into this contract.

(e) Should the Government reduce the payment, the contractor will be notified within 45 days from the date of receipt of the invoice. The contractor may present evidence to show the reduction was inaccurate within 30 days from the date of receipt of notice of reduction. After receipt of the information the Government will notify the contractor within 30 days of its decision. Further disputes will be processed under the Disputes Clause of the contract.

(f) All payments will be made in accordance with the clause entitled, PROMPT PAYMENT FAR 52.232-25 after receipt by the payment office.

SECTION H

SPECIAL CONTRACT REQUIREMENTS

H.1 INCORPORATION OF CLAUSES AND/OR PROVISIONS BY REFERENCE **DRMS 52.252-9R01 (DEC 1995)**

The following clauses/provisions are hereby incorporated by reference (See the clause entitled CLAUSES INCORPORATED BY REFERENCE FAR 52.252-2 and the provision entitled PROVISIONS INCORPORATED BY REFERENCE FAR 52.252-1). Unless otherwise specified, the clauses in this section apply to all CLINs.

(a) DRMS CLAUSES IN REFERENCE WITH FILL-IN

1. KEY PERSONNEL REQUIREMENTS DRMS 52.222-9R02 (MAY 1996)

(a) Contract Manager

(b) 30 days

Management Proposal, Volume 3, Provision L. 11.

H.2 DEPARTMENT OF LABOR WAGE DETERMINATION DRMS 52.222-9R01 **(DEC 1995)**

Wage Determination Number _____ dated _____ is applicable to this contract, and is made a part of the contract as Attachment _____.

H.3 POST-AWARD CONFERENCE DRMS (MAY 2000)

At the time of contract award or at a time frame established by the KO after award the contractor will be required to attend a conference at a location to be determined. The purpose of the conference is to highlight essential contract requirements and answer any questions the contractor may have prior to commencement of work. The Contracting Officer will arrange with the contractor as to the time, date, and location of conference.

H.4 INSURANCE DRMS (MAY 2000)

The kinds and minimum amounts of insurance required by FAR 52.228-5 are as follows:

<u>TYPE</u>	<u>MINIMUM AMOUNT</u>
(a) General Liability Insurance Bodily Injury	\$500,000 per occurrence
(b) Automobile Liability Insurance \$ 20,000 per occurrence	
Property Damage	\$200,000 per person
Bodily Injury	\$500,000 per occurrence

H.5 SUBCONTRACTING GOALS DRMS (MAY 2000)

The following are the subcontracting goals for this contract: (Actual goals will be completed upon award.)

Small Business	_____
Small Disadvantaged Business	_____
Women-Owned Small Business	_____
HUBZone Small Business	_____
JWOD	_____

Minimum goals that may be offered are as follows:

Small Business	_____
Small Disadvantaged Business	_____
Women-Owned Small Business	_____
HUBZone Small Business	_____
JWOD	_____

H.6 TECHNOLOGY ENHANCEMENTS AND INNOVATION DRMS (MAY 2000)

(a) The objective of the services to be provided under this contract is to move the Department of Defense to a more technology-oriented business. Contractors are encouraged to use technology enhancements to provide better services or to allow firms to accomplish work more readily and quickly. Some technology enhancements or innovations may reduce the number of outputs in one area and add an area or increase another existing area. If the contractor has a proposal to add a technology enhancement or to change the services in a way to improve the services to the Department of Defense that would change the contract or the CLIN list, the firm shall provide the contracting officer with a change proposal. The contractor is not required to provide a change proposal for internal improvements in the processes or technology that does not impact on the contract terms or the type of output (i.e., an enhancement to a process that would decrease time required by the contractor to perform a service would not require a change proposal). Change proposals in this instance are optional.

(b) Any proposed changes will be reviewed by the contracting officer and technically qualified personnel within DAPS. Discussions and meetings may be required to fully explain the enhancement. This contract anticipates technological changes and enhancements during the term of this contract, and is established to be flexible and to allow modification to the contract terms as well as the contract line item number listing.

(c) In addition, technology enhancements and innovation may lead to receipt of the award term options established for this contract. The board will review any changes during the term of the review period and make a recommendation to the Award Determining Official. At the end of the review period, the contractor shall provide the contracting officer a self evaluation and proposal for points toward the award term options. The Award Determining Official will consider this information and make a decision. The contracting officer will notify the contractor in writing of the decision. Any decision regarding the award fee is final.

H.7 ECONOMIC PRICE ADJUSTMENT – STANDARD SUPPLIES
DRMS (MAY 2000)

(a) The contractor warrants that the unit price stated in the schedule for standard bond paper is not in excess of the contractor's applicable established price in effect on the contract date for like quantities of the same item. The term "unit price" excludes any part of the price directly resulting from requirements for preservation, packaging, or packing beyond standard commercial practice. The term "established price" means a price that --

(1) Is an established catalog or market price for a commercial item sold in substantial quantities to the general public; and

(2) Is the net price after applying any standard trade discounts offered by the contractor.

(b) The contractor shall promptly notify the contracting officer of the amount and effective date of each decrease in any applicable established price. Each corresponding contract unit price shall be decreased by the same percentage that the established price is decreased. The decrease shall apply to those items delivered on and after the effective date of the decrease in the contractor's established price, and this contract shall be modified accordingly.

(c) If the contractor's applicable established price is increased after the contract date, the corresponding contract unit price shall be increased, upon the contractor's written request to the contracting officer, by the same percentage that the established price is increased, and the contract shall be modified accordingly, subject to the following limitations:

(1) The aggregate of the increases in any contract unit price under this clause shall not exceed 10 percent of the original contract unit price.

(2) The increased contract unit price shall be effective -

(i) No more often than once per year, on the anniversary of the performance start date.

(ii) If the written request is received later, on the date the contracting officer approves the request.

(3) The increased contract unit price shall not apply to quantities scheduled under the contract for delivery before the effective date of the increased contract unit price.

(4) No modification increasing a contract unit price shall be executed under this paragraph (c) until the contracting officer verifies the increase in the applicable established price.

(d) The pulp and paper index will be used to establish increases or decreases.

H.8 AWARD TERM OPTION DRMS (MAY 2000)

(a) ***Determination of Award Term.*** An Award Term Evaluation Procedure is hereby established for determination of award term provided under this contract. The receipt of any award term is contingent upon compliance with contractual requirements and performance at the very good level in each of the criteria set forth in the contract. It is the Government's intent that the contractor perform the services in such a manner as to warrant the highest possible rating and award fee. The Contractor's failure to maintain acceptable levels of performance in all areas of this contract, whether specified as award term areas or not, will result in no award term being granted. Award term determinations will be made by the Award Determining Official. Each determination will cover the preceding evaluation period. Any award term points are the unilateral decision of the Award Determining Official.

(b) ***Award Term Plan:*** See attachment xxxx

H.9 SURGE, SUSTAINMENT, AND MOBILIZATION PLAN (SSMP)

a. SSMP capability is defined as the ability of the contractor to meet increased service outputs and accelerated delivery requirements in support of a broad spectrum of possible contingencies (See Section C.1.6.1.3). This includes the capability to ramp-up quickly to meet the requirements, to sustain normal operations and output, and to continue increased operations throughout the contingency(ies).

b. The SSMP capability defined above refers to overall capability. Throughout the life of the contract, there may be multiple contingencies, each of which involves a ramp-up and/or a sustainment period. The capability level defined encompasses, but is not limited to, the contingencies listed in C.1.6.1. The contractor shall have full SSMP capability at each location, as transition at that location is completed.

c. Any change in the contractor's, subcontractor's or supplier base SSMP capability shall be reported in writing to the contracting officer (KO) immediately after the contractor becomes aware of the change. The Government may refine, reassess, or update its SSMP requirements during the life of the contract. Also, the contractor's subcontractor or supplier base capabilities may change during the life of the contract. Either of these conditions may necessitate contractor reassessment, development of new or changed SSMP strategies, or change of the SSMP validation plans. Changes in the SSMP plans must be made by bilateral modification to the contract. The contractor shall submit a report describing the new strategies, output on demand, and advance technology capacities or transportation services, and the contractor's agreements with subcontractors and suppliers that reflect access to the necessary resources. The KO will evaluate both the SSMP report and the revised plans for acceptability. The Government reserves the right to require addition plans if the initial submissions are not approved.

d. The contractor shall report on the status of SSMP capabilities on an as-needed basis during the contingency; and may be required to report at the end of the contingency. If the contractor fails to perform in accordance with the contract and the approved SSMP, the Government has the right to take any action necessary to obtain the requirements from other sources. This language does not relieve the contractor from responsibility for providing normal operations during the contingency.

SECTION I
CONTRACT CLAUSES

I.1 INCORPORATION OF CLAUSES AND/OR PROVISIONS BY REFERENCE
DRMS 52.252-9R01 (DEC 1995)

The following clauses/provisions are hereby incorporated by reference (See the clause entitled CLAUSES INCORPORATED BY REFERENCE FAR 52.252-2 and the provision entitled PROVISIONS INCORPORATED BY REFERENCE FAR 52.252-1). Unless otherwise specified, the clauses in this section apply to all CLINs.

(a) FAR **CLAUSES**

1. DEFINITIONS	52.202-1	(OCT 1995)
2. GRATUITIES	52.203-3	(APR 1984)
3. COVENANT AGAINST CONTINGENT FEES	52.203-5	(APR 1984)
4. RESTRICTIONS ON SUBCONTRACTOR SALES FEES TO THE GOVERNMENT	52.203-6	(JUL 1995)
5. ANTI-KICKBACK PROCEDURES	52.203-7	(JUL 1995)
6. CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	52.203-8	(JAN 1997)
7. PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	52.203-10	(JAN 1997)
8. LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	52.203-12	(JUN 1997)
9. SECURITY REQUIREMENTS	52.204-2	(AUG 1996)
10. PRINTING/COPYING DOUBLE-SIDED ON RECYCLED PAPER	52.204-4	(AUG 2000)
11. PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	52.209-6	(JUL 1995)
12. AUDIT AND RECORDS NEGOTIATION	52.215-2	(JUN 1999)

13. ORDER OF PRECEDENCE -- UNIFORM CONTRACT FORMAT	52.215-8	(OCT 1997)
14. PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA	52-215-10	(OCT 1997)
15. SUBCONTRACTOR COST OR PRICING DATA	52-215-12	(OCT 1997)
16. INTEGRITY OF UNIT PRICES	52.215-14	(OCT 1997)
17. PENSION ADJUSTMENTS AND ASSET REVERSIONS	52-215-15	(DEC 1998)
18. REVERSION OR ADJUSTMENT OF PLANS FOR POST-RETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS	52.215-18	(OCT 1997)
19. NOTIFICATION OF OWNERSHIP CHANGES	52.215-19	(OCT 1997)
20. REQUIREMENT FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA MODIFICATIONS	52.215-21	(OCT 1997)
21. ALLOWABLE COST AND PAYMENTS	52.216-7	(MAR 2000)
22. COST CONTRACT—NO FEE	52.216-11	(APR 1984)
23. CANCELLATION UNDER MULTI-YEAR CONTRACTS	52-217-2	(OCT 1997)
24. NOTICE OF PRICE EVALUATION PREFERENCE FOR HUBZONE SMALL BUSINESS CONCERNS	52.219-4	(JAN 1999)
25. UTILIZATION OF SMALL BUSINESS CONCERNS	52.219-8	(OCT 1999)
26. SMALL BUSINESS SUBCONTRACTING PLAN (ALTERNATE II)	52.219-9	(OCT 1999) (JAN 1999)
27. SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM- DISADVANTAGED STATUS AND REPORTING	52.219-25	(OCT 1999)
28. CONVICT LABOR	52.222-3	(AUG 1996)

29. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT – OVERTIME COMPENSATION	52.222-4	(JUL 1995)
30. WALSH HEALEY-PUBLIC CONTRACTS ACT	52.222-20	(DEC 1996)
31. PROHIBITION OF SEGREGATED FACILITIES	52.222-21	(FEB 1999)
32. EQUAL OPPORTUNITY	52.222-26	(FEB 1999)
33. AFFIRMATIVE ACTION FOR SPECIAL DISABLED AND VIETNAM ERA VETERANS	52.222-35	(APR 1998)
34. AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES.	52.222-36	(JUN 1998)
35. EMPLOYMENT REPORTS ON DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA	52.222-37	(JAN 1999)
36. SERVICE CONTRACT ACT OF 1965, AS AMENDED	52.222-41	(MAY 1989)
37. FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT-PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS)	52.222-43	(MAY 1989)
38. HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA	52.223-3	(JAN 1997)
39. POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION	52.223-5	(APR 1998)
40. DRUG-FREE WORKPLACE	52.223-6	(JAN 1997)
41. WASTE REDUCTION PROGRAM	52.223-10	(AUG 2000)
42. OZONE-DEPLETING SUBSTANCES	52.223-11	(JUN 1996)

43. TOXIC CHEMICAL RELEASE REPORTING	52.223-14	(OCT 1996)
44. DUTY-FREE ENTRY	52.225-8	(FEB 2000)
45. RESTRICTION ON CERTAIN FOREIGN PURCHASES	52.225-13	(JUL 2000)
46. UTILIZATION OF INDIAN ORGANIZATIONS AND INDIAN-OWNED ECONOMIC ENTERPRISES	52.226-1	(JUN 2000)
47. AUTHORIZATION AND CONSENT	52.227-1	(JUL 1995)
48. NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT	52.227-2	(AUG 1996)
49. INSURANCE-WORK ON A GOVERNMENT INSTALLATION	52.228-5	(JAN 1997)
50. FEDERAL, STATE & LOCAL TAXES	52.229-3	(JAN 1991)
51. TAXES-CONTRACTS PERFORMED IN U.S POSSESSIONS OR PUERTO RICO	52.229-5	(APR 1984)
52. COST ACCOUNTING STANDARDS	52.230-2	(APR 1998)
53. ADMINISTRATION OF COST ACCOUNTING STANDARDS	52.230-6	(NOV 1999)
54. PAYMENTS	52.232-1	(APR 1984)
55. PAYMENTS UNDER TIME-AND- MATERIALS AND LABOR-HOUR CONTRACTS	52.232-7	(MAR 2000)
56. DISCOUNTS FOR PROMPT PAYMENT	52.232-8	(MAY 1997)
57. EXTRAS	52.232-11	(APR 1984)
58. INTEREST	52.232-17	(JUN 1996)
59. AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR	52.232-19	(APR 1984)
60. LIMITATION OF COSTS	52.232-20	(APR 1984)
61. ASSIGNMENT OF CLAIMS	52.232-23	(JAN 1986)
62. PROMPT PAYMENT	52.232-25	(JUN 1997)

63. PAYMENT BY ELECTRONIC FUNDS TRANSFER—CENTRAL CONTRACTOR REGISTRATION	52.232-33	(MAY 1999)
64. DISPUTES (ALTERNATE 1)	52.233-1	(DEC 1998) (DEC 1991)
65. PROTEST AFTER AWARD	52.233-3	(AUG 1996)
66. PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT AND VEGETATION	52.237-2	(APR 1984)
67. CONTINUITY OF SERVICES	52.237-3	(JAN 1991)
68. NOTICE OF INTENT TO DISALLOW COSTS	52.242-1	(APR 1984)
69. PENALTIES FOR UNALLOWABLE COSTS	52.242-3	(OCT 1995)
70. BANKRUPTCY	52.242-13	(JUL 1995)
71. CHANGES-FIXED PRICE (ALTERNATE II)	52.243-1	(AUG 1987) (APR 1984)
72. CHANGES-COST REIMBURSEMENT (ALTERNATE II)	52.243-2	(AUG 1987) (APR 1984)
73. CHANGES-TIME AND MATERIALS OR LABOR HOURS	52.243-3	(AUG 1987)
74. SUBCONTRACTS ALTERNATE I	52.244-2	(AUG 1998) (AUG 1998)
75. COMPETITION IN SUBCONTRACTING	52.244-5	(DEC 1996)
76. SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS	52.244-6	(OCT 1998)
77. GOVERNMENT PROPERTY (FIXED-PRICE CONTRACTS) DEVIATION ALTERNATE 1	52-245-2	(DEC 1989) (APR 1984)
78. GOVERNMENT PROPERTY (COST REIMBURSEMENT, TIME AND MATERIAL, OR LABOR HOUR CONTRACTS)	52.245-5	(JAN 1986)
79. USE AND CHARGES (DEVIATION)	52.245-9	(APR 1984)
80. GOVERNMENT PROPERTY FURNISHED "AS IS"	52-245-19	(APR 1984)
81. LIMITATION OF LIABILITY-SERVICES	52.246-25	(FEB 1997)

82. PREFERENCE FOR PRIVATELY OWNED U.S. FLAG COMMERCIAL VESSELS	52.247-64	(JUN 2000)
83. VALUE ENGINEERING	52.248-1	(FEB 2000)
84. TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE)	52.249-2	(SEP 1996)
85. TERMINATION (COST-REIMBURSEMENT)	52-249-6	(SEP 1996)
86. DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)	52.249-8	(APR 1984)
87. EXCUSABLE DELAYS	52.249-14	(APR 1984)
88. GOVERNMENT SUPPLY SOURCES	52.251-1	(APR 1984)
89. COMPUTER GENERATED FORMS	52.253-1	(JAN 1991)

(b) **DoD FAR SUPPLEMENT CLAUSES**

1. CONTRACTING OFFICER'S REPRESENTATIVE	252.201-7000	(DEC 1991)
2. PROHIBITION ON PERSONS CONVICTED OF FRAUD OR OTHER DEFENSE-CONTRACT- RELATED FELONIES	252.203-7001	(MAR 1999)
3. DISPLAY OF DOD HOTLINE POSTER	252.203-7002	(DEC 1991)
4. DISCLOSURE INFORMATION	252.204-7000	(DEC 1991)
5. CONTROL OF GOVERNMENT PERSONNEL WORK PRODUCT	252.204-7003	(APR 1992)
6. REQUIRED CENTRAL CONTRACTOR REGISTRATION	252.204-7004	(MAR 2000)
7. ORAL ATTESTATION OF SECURITY RESPONSIBILITIES	252.204-7005	(AUG 1999)
8. PROVISION OF INFORMATION TO COOPERATIVE AGREEMENT HOLDERS	252.205-7000	(DEC 1991)
9. ACQUISITION FROM SUBCONTRACTORS SUBJECT TO ON-SITE INSPECTION UNDER THE INTERMEDIATE-RANGE NUCLEAR FORCES (INF) TREATY	252.209-7000	(NOV 1995)
10. SUBCONTRACTING WITH FIRMS THAT	252.209-7004	(MAR 1998)

ARE OWNED OR CONTROLLED BY THE
GOVERNMENT OF A TERRORIST COUNTRY

11. PRICING ADJUSTMENTS 252.215-7000	(DEC 1991)	
12. SMALL, SMALL DISADVANTAGED AND WOMEN-OWNED SMALL BUSINESS SUBCONTRACTING PLAN (DoD CONTRACTS)	252.219-7003	(APR 1996)
13. HAZARDOUS WARNING LABELS	252.223-7001	(DEC 1991)
14. DRUG-FREE WORK FORCE	252.223-7004	(SEP 1988)
15. PROHIBITION ON STORAGE AND DISPOSAL OF TOXIC AND HAZARDOUS MATERIALS	252.223-7006	(APR 1993)
16. BUY AMERICAN ACT AND BALANCE OF PAYMENTS PROGRAM	252.225-7001	(MAR 1998)
17. QUALIFYING COUNTRY SOURCES AS SUBCONTRACTORS	252.225-7002	(DEC 1991)
18. SUPPLIES TO BE ACCORDED DUTY-FREE ENTRY	252.225-7008	(MAR 1998)
19. DUTY-FREE ENTRY—QUALIFYING COUNTRY SUPPLIES (END PRODUCTS AND COMPONENTS)	252.225-7009	(MAR 1998)
20. DUTY-FREE ENTRY—ADDITIONAL PROVISIONS	252.225-7010	(MAR 1998)
21. PREFERENCE FOR CERTAIN DOMESTIC COMMODITIES	252.225-7012	(MAY 1999)
22. REPORTING OF CONTRACT PERFORMANCE OUTSIDE THE UNITED STATES	252.225-7026	(MAR 1998)
23. SECONDARY ARAB BOYCOTT OF ISRAEL	252.225-7031	(JUN 1992)
24. DUTY-FREE ENTRY—ELIGIBLE END PRODUCTS	252.225-7037	(MAR 1998)
25. TECHNICAL DATA— COMMERCIAL ITEMS	252.227-7015	(NOV 1995)
26. SUPPLEMENTAL COST PRINCIPLES	252.231-7000	(DEC 1991)
27. PRICING OF CONTRACT 252.243-7001	(DEC 1991)	

MODIFICATIONS

28. REQUEST FOR EQUITABLE ADJUSTMENT	252.243-7002	(MAR 1998)
29. REPORTS OF GOVERNMENT PROPERTY	252.245-7001	(MAY 1994)
30. TRANSPORTATION OF SUPPLIES BY SEA	252.247-7023	(MAR 2000)
31. NOTIFICATION OF TRANSPORTATION OF SUPPLIES BY SEA	252.247-7024	(MAR 2000)
32. ORDERING FROM GOVERNMENT SUPPLY	252.251-7000	(MAY 1995)

(c) **DEFENSE LOGISTICS ACQUISITION DIRECTIVE (DLAD) CLAUSES**

1. JAVITS-WAGNER-O'DAY ACT ENTITY SUPPORT—CONTRACTOR REPORTING	52.215-9006	(DEC 1997)
2. DLA MENTORING BUSINESS AGREEMENTS (MBA) PERFORMANCE	52.219-9003	(MAY 1996)
3. MATERIAL SAFETY DATA SHEETS AND HAZARD WARNING LABELS	52.223-9000	(MAR 1992)

(d) **FAR CLAUSES IN REFERENCE WITH FILL-IN**

1. RIGHT OF FIRST REFUSAL OF EMPLOYMENT FAR 52.207-3 (NOV 1991)

(b) 60 days

(c) 90 days
120 days2. ECONOMIC PRICE ADJUSTMENT—STANDARD SUPPLIES
FAR 52.216-2 (JAN 1997)

(a) Standard Bond Paper

3. ORDERING FAR 52.216-18 (OCT 1995)

(a) _____ (CO Insert)

_____ (CO Insert)

4. ORDER LIMITATIONS FAR 52.216-19 (OCT 1995) (Applicable to CLINS ____only)

(a) _____ (CO Insert)

(b) (1) _____

(2) _____

(3) _____

(d) _____

5. INDEFINITE QUANTITY FAR 52.216-22 (OCT 1995)

(d) Completion of work under final task order.

6. OPTION TO EXTEND THE TERM OF THE CONTRACT
FAR 52.217-9 (MAR 2000)(a) 14 days
60 days

(c) 5 years (plus any award term options)

7. AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR
FAR 52.232-19 (APR 1984)

_____ (CO COMPLETE)

_____ (CO COMPLETE)

8. NOTIFICATION OF CHANGES FAR 52.243-7 (APR 1984)

(b) 45 calendar days

(d) 60 calendar days

(d) **DEFENSE LOGISTICS ACQUISITION DIRECTIVE (DLAD) CLAUSES IN
REFERENCE WITH FILL-IN**1. ADMINISTRATIVE COSTS OF REPROCUREMENT AFTER DEFAULT
DLAD 52.249-9000 (MAY 1988)

\$500.00

(e) **DRMS CLAUSES IN REFERENCE WITH FILL-IN**

1. DISPUTES: AGREEMENT TO USE ALTERNATIVE DISPUTES RESOLUTION
(ADR) DRMS 52.233-9R02 (APR 2000)

If you wish to opt out of this clause, check here []. Alternate wording may be negotiated with the contracting officer.

I.2 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES
FAR 52.222-42 (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

This Statement is for Information Only: It is Not a Wage Determination. Contents:

- (a) Contribution of three (3) percent of basic hourly rate for health insurance.
- (b) Contribution of seven (7) percent of basic hourly rate for retirement.
- (c) Ten (10) paid holidays as follows:

New Year's Day	Martin Luther King Day	Columbus Day	Thanksgiving Day
Presidents Day	Independence Day	Veterans' Day	Christmas Day
Memorial Day	Labor Day		

(d) Paid sick leave as follows: Two (2) hours of sick leave each week for employees, regardless of years of service.

(e) Paid annual leave - vacation as follows:

- (1) Two (2) hours annual leave each week for an employee with less than three (3) years of service.
- (2) Three (3) hours of annual leave each week for an employee with three (3) but less than fifteen (15) years of service.
- (3) Four (4) hours of annual leave each week for an employee with fifteen (15) or more years of service.

(f) Basic hourly rate by classification as follows:

<u>CLASSIFICATION</u>	<u>BASIC HOURLY RATE</u>

I.3 CLAUSES INCORPORATED BY REFERENCE FAR 52.252-2 (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): <http://www.procregs.hq.dla.mil/icps.htm>; <http://farsite.hill.af.mil>; www.acq.osd.mil/dau/othrdocs.html/#regulations; www.acq.osd.mil/dp/dars/dfars.html; www.drms.dla.mil/newproc/html/clauses.html.

I.4 AUTHORIZED DEVIATIONS IN CLAUSES FAR 52.252-6 (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(Deviation)" after the date of the clause.

(b) The use in this solicitation or contract of any FAR or DFARS, DLAD, or DRMS clause with an authorized deviation is indicated by the addition of "(Deviation)" after the name of the regulation.

I.5 ALTERATIONS IN CONTRACT FAR 52.252-4 (APR 1984)

Portions of this contract are altered as follows:

SECTION J
LIST OF ATTACHMENTS

J.1 LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS
DRMS 52.204-9R01 (JAN 2000)

This solicitation package consists of the following documents:

- (a) DD Form 1707, dated Feb 99 (Information to Offerors) 2 Pages
- (b) Standard Form (SF) 33, Solicitation, Offer, and Award Pages 1 through ____
(includes Section B through Section M, except Section C). Note: Upon award, Section IV of the Uniform Contract Format, (Section D, and Sections K through M) shall not physically be included in the resulting contract in accordance with FAR 14.201-1(c) or FAR 15.204-1(b).
- (c) Attachments/Enclosures, etc.
 - 1. Section C
 - 2. Technical Exhibits
 - 3. Past Performance
 - 4. Award Term Plan
 - 5. Wage Determinations

SECTION K
REPRESENTATIONS, CERTIFICATIONS,
AND OTHER STATEMENTS OF OFFERORS

K.1 INCORPORATION OF CLAUSES AND/OR PROVISIONS BY REFERENCE
DRMS 52.252-9R01 (DEC 1995)

The following clauses/provisions are hereby incorporated by reference (See the clause entitled CLAUSES INCORPORATED BY REFERENCE FAR 52.252-2 and the provision entitled PROVISIONS INCORPORATED BY REFERENCE FAR 52.252-1). Unless otherwise specified, the provisions in this section apply to all CLINs.

(a) **FAR PROVISIONS**

- | | | |
|--|-----------|------------|
| 1. CERTIFICATION AND DISCLOSURE
REGARDING PAYMENTS TO INFLUENCE
CERTAIN FEDERAL TRANSACTIONS | 52.203-11 | (APR 1991) |
| 2. DATA UNIVERSAL NUMBERING
SYSTEM (DUNS) NUMBER | 52.204-6 | (APR 1998) |

(b) **DoD FAR SUPPLEMENT PROVISIONS**

- | | | |
|--|--------------|------------|
| 1. DISCLOSURE OF OWNERSHIP OR
CONTROL BY A FOREIGN GOVERNMENT | 252.209-7002 | (SEP 1994) |
|--|--------------|------------|

(b) **FAR PROVISIONS IN REFERENCE WITH FILL-IN**

1. CERTIFICATE OF INDEPENDENT PRICE DETERMINATION
FAR 52.203-2 (APR 1985)

(b) (2) (i) _____ [insert full name
of person(s) in the offer's organization responsible for determining the prices offered in this bid or proposal
and title in organization]

2. TAXPAYER IDENTIFICATION FAR 52.204-3 (OCT 1998)

(d) [Taxpayer Identification Number

[] (TIN)_____

[] TIN has been applied for

[] TIN is not required because: _____

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States.

☐ Offeror is an agency or instrumentality of a foreign government

☐ Offeror is an agency or instrumentality of a Federal government

☐ Other State Basis

(e) Type of Organization:

☐ Sole Proprietorship

☐ Partnership

☐ Corporate entity (non tax-exempt)

☐ Corporate entity (tax-exempt)

☐ Government entity (Federal, State or Local)

☐ Foreign Government

☐ International Organization per 26 CFR 1.6049-4

☐ Other

(f) Common Parent:

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

☐ Name of common parent

NAME: _____

TIN : _____

3. WOMEN-OWNED BUSINESS OTHER THAN SMALL BUSINESS
FAR 52.204-5 (MAY 1999)

(b) ☐ Is ☐ Is Not a women-owned business concern

4. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT AND OTHER RESPONSIBILITY MATTERS FAR 52.209-5 (MAR 1996)

(a) (1) (i) (A) ☐ Are ☐ Are Not

(B) ☐ Have ☐ Have Not

(C) ☐ Are ☐ Are Not

(ii) ☐ Has ☐ Has Not

5. SMALL BUSINESS PROGRAM REPRESENTATIONS FAR 52.219-1 (MAY 1999) – ALTERNATE I (NOV 1999) – ALTERNATE II (NOV 1999)

(a) (1) 7334 SIC CODE

(2) \$5 Million SIZE STANDARD

(b) (1) ☐ is ☐ is not a small business concern

(2) ☐ is ☐ is not a small disadvantaged business concern

(3) ☐ is ☐ is not a women-owned small business concern

ALTERNATE I (NOV 1999) (complete only if offeror represented itself as a small business concern in paragraph (b)(1) of this provision)

(4) (i) ☐ is ☐ is not a HUBZone small business concern

(ii) ☐ is ☐ is not a joint venture_____

(name or names of the HUBZone small business concern of concerns that are participating in the joint venture)_____

ALTERNATE II (NOV 1999) (complete if offeror represented itself as disadvantaged in paragraph (b)(2) of this provision:

(5) ☐ Black American

☐ Hispanic American

☐ Native American

☐ Asian-Pacific American

☐ Subcontinent Asian

☐ Individual/concern other than one of the preceding

6. SMALL DISADVANTAGED BUSINESS STATUS FAR 52.219-22 (OCT 1999)

(b) (1) (i) ☐ It has received certification from the Small Business Administration as a small disadvantaged business concern consistent 13 CFR 124, Subpart B; and

(2) ☐ For Joint ventures. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements at 13 CFR 124. 1002(f) and that the representation in the paragraph (b) (1) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. (The offeror shall insert the name of the small disadvantaged business concern that is participating in the joint venture:

7. PREVIOUS CONTRACTS AND COMPLIANCE REPORTS

FAR 52.222-22 (FEB 1999)

(a) ☐ has ☐ has not participated in a previous contract or subcontract.

(b) ☐ has ☐ has not filed all required compliance reports.

8. AFFIRMATIVE ACTION COMPLIANCE FAR 52.222-25 (APR 1984)

(a) ☐ has developed and has on file and ☐ has not developed and does not have on file

(b) ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor

9. CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING

FAR 52.223-13 (OCT 1996)

CHECK EACH BLOCK THAT IS APPLICABLE:

(b) (2) (i) ☐ facility does not manufacture, process or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023(c)

(ii) ☐ facility does not have 10 or more full-time employees as specified in section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A)

(iii) ☐ facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f)

(iv) ☐ facility does not fall within Standard Industrial Classification Code (SIC) designations 20 through 39

(v) ☐ facility is not located within any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States, Virgin Islands, Northern Mariana Islands, or any other territory or possession over which the United States has jurisdiction

10. COST ACCOUNTING STANDARDS NOTIFICATIONS AND CERTIFICATIONS

FAR 52.230-1 (JUN 2000)

I. (c) (1) ☐ Certificate of Concurrent Submission of Disclosure Statement

(ii) Date of Disclosure Statement: _____ Name and Address of
Cognizant ACO or Federal Official Where Filed:

(2) ☐ Certificate of Previously Submitted Disclosure Statement

Date of Disclosure Statement: _____ Name and Address of
Cognizant ACO or Federal Official Where Filed:

(3) ☐ Certificate of Monetary Exemption(4) ☐ Certificate of Interim Exemption

III. * _____ Yes * _____ No

(c) **DoD FAR SUPPLEMENT PROVISIONS IN REFERENCE WITH FILL-IN**

1. INFORMATION FOR DUTY-FREE ENTRY EVALUATION
DFARS 252.225-7003 (MAR 1998)

(a) (2) (☐) Yes (☐) No

(b) (1) (☐) Yes (☐) No

(2) (☐) Yes (☐) No

(3) \$ _____

2. REPRESENTATION OF EXTENT OF TRANSPORTATION OF SUPPLIES
BY SEA DoD FAR SUP 252.247-7022 (AUG 1992)

(b) ☐ Does anticipate supplies will be transported by sea

☐ Does not anticipate supplies will be transported by sea

(d) **DEFENSE LOGISTICS ACQUISITION DIRECTIVE (DLAD) PROVISIONS IN
REFERENCE WITH FILL-IN**

1. SMALL BUSINESS PROGRAM REPRESENTATIONS
DLAD 52.219-9004 (OCT 1996)

(b) is a _____ business type.

(f) **DRMS PROVISIONS IN REFERENCE WITH FILL-IN**

1. OFFERS FROM PARTNERSHIPS OR JOINT VENTURES DRMS 52.215-9R01

____ PARTNERSHIP

____ JOINT VENTURES

**K. 2 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE FAR 52.252-1
(FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.procregs.hq.dla.mil/icps.htm>; <http://farsite.hill.af.mil>;

www.acq.osd.mil/dau/othrdocs.html/#regulations; www.acq.osd.mil/dp/dars/dfars.html;

www.drms.dla.mil/newproc/html/clauses.html.

SECTION L
INSTRUCTIONS, CONDITIONS AND NOTICES
TO BIDDERS OFFERORS OR QUOTERS

L.1 INCORPORATION OF CLAUSES AND/OR PROVISIONS BY REFERENCE
DRMS 52.252-9R01 (DEC 1995)

The following clauses/provisions are hereby incorporated by reference (See the clause entitled CLAUSES INCORPORATED BY REFERENCE FAR 52.252-2 and the provision entitled PROVISIONS INCORPORATED BY REFERENCE FAR 52.252-1). Unless otherwise specified, all the provisions in this section apply to all CLINs.

(a) **FAR PROVISIONS**

- | | | |
|--|------------|------------|
| 1. INSTRUCTIONS TO OFFERORS—
COMPETITIVE ACQUISITION
ALTERNATE I (OCT 1997)
ALTERNATE II (OCT 1997) | 52.215-1 | (FEB 2000) |
| 2. FACILITIES CAPITAL COST OF MONEY | 52.215-16 | (OCT 1997) |
| 3. REQUIREMENT FOR COST OR PRICING
DATA OR INFORMATION OTHER THAN
COST OR PRICING DATA | 52.215-20 | (OCT 1997) |
| 4. PREAWARD ON-SITE EQUAL
OPPORTUNITY COMPLIANCE REVIEW | 52.222-24 | (FEB 1999) |
| 5. SITE VISIT 52.237-1 | (APR 1984) | |
| 6. IDENTIFICATION OF UNCOMPENSATED
OVERTIME | 52.237-10 | (OCT 1997) |

(b) **DoD FAR SUPPLEMENT PROVISIONS**

- | | | |
|--|--------------|------------|
| 1. COMMERCIAL AND GOVERNMENT
ENTITY (CAGE) CODE REPORTING | 252.204-7001 | (AUG 1999) |
| 2. DISCLOSURE OF OWNERSHIP OR
CONTROL BY THE GOVERNMENT OF A
TERRORIST COUNTRY | 252.209-7001 | (MAR 1998) |
| 3. COMPLIANCE WITH VETERANS'
EMPLOYMENT REPORTING REQUIREMENTS | 252.209-7003 | (MAR 1998) |

(c) DEFENSE LOGISTICS ACQUISITION DIRECTIVE (DLAD) PROVISIONS

1. POSTPONEMENT OF OPENING OF OFFERS 52.214-9000 (OCT 1982)
2. SOCIOECONOMIC PROPOSAL 52.215-9002 (MAR 1996)
3. JAVITS-WAGNER-O'DAY ACT ENTITY PROPOSAL 52.215-9004 (DEC 1997)
4. DLA MENTORING BUSINESS AGREEMENTS (MBA) PROGRAM 52.219-9002 (MAY 1996)
5. AGENCY PROTESTS 52.233-9000 (SEP 1999)

(d) DRMS PROVISIONS

1. PREAWARD SURVEY 52.209-9R01 (DEC 1995)

(f) FAR PROVISIONS IN REFERENCE WITH FILL-IN

1. NOTICE OF COST COMPARISON (NEGOTIATED) FAR 52.207-2 (FEB 1993)

(c) (1) (i) 30 days

(c) (2) (ii) 30 days

2. SERVICE OF PROTEST FAR 52.233-2 (AUG 1996)

a. DRMS-TPOO
JACQUELINE BRANKOVICH, CONTRACTING OFFICER
FEDERAL CENTER
74 WASHINGTON AVENUE NORTH
BATTLE CREEK, MI 49017-3092

L.2 TYPE OF CONTRACT**52.216-1****(APR 1984)**

The Government contemplates award of a hybrid fixed price contract with cost reimbursement line items, labor hour or time and material CLINs and an award fee resulting from this solicitation.

L.3 ALTERATIONS IN SOLICITATION FAR 52.252-3 (APR 1984)

Portions of this contract are altered as follows:

L.4 AUTHORIZED DEVIATIONS IN PROVISIONS 52.252-5 (APR 1984)

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "*(Deviation)*" after the date of the provision.

(b) The use in this solicitation of any FAR or DFARS, DLAD, or DRMS_ provision with an authorized deviation is indicated by the addition of "*(Deviation)*" after the name of the regulation.

L. 5 SUPPLEMENTAL INSTRUCTIONS TO OFFERORS DRMS 52.215-9R02 (DEC 1999)

(a) All submissions are to be in accordance FAR 52.215-1. This provision supplements the FAR provision.

(b) Proposal submissions, amendments, modifications, revisions, and withdrawals should be addressed and sent to:

DRMS-TPOO
Jacqueline K. Brankovich, Contracting Officer (Telephone No.: (616)961-7211)
Federal Center
74 N. Washington Avenue, North
Battle Creek, MI 49017-3092

Email: jbrankovich@mail.drms.dla.mil

(c) Proposal submissions, modifications or revisions are not accepted by facsimile. Amendment acknowledgement may be forwarded by facsimile and must contain an authorized signature. Offerors must follow up with documents with an original signature. The Government will not be responsible for any failure attributable to the transmission of a facsimile acknowledgement of these documents. The Government will notify the offeror of any illegible facsimile copies received.

Data Fax No. is (616) 961-4474.

(d) Telegraphic proposals are not acceptable.

L.6 SITE VISITS DRMS (MAY 2000)

Site visits are scheduled during the period of October 11 through 16, 2000. The following locations, dates and times are schedule for your convenience. These locations have been selected to provide the offerors an opportunity to view a representative sample of DAPS facilities and operations. Offerors are advised that failure to inspect the site will not constitute grounds for a claim after award. These visits will not be rescheduled due to an offeror's failure to attend the scheduled site visit.

October __, 2000 _____ a.m. or p.m.

7/31/00

SP4410-00-R-3004

Page ____ of ____

October ____, 2000 ____ a.m. or p.m.

October ____, 2000 ____ a.m. or p.m.

L.7 PREPROPOSAL CONFERENCE DRMS 52.215-9R04 (MAR 2000)

A preproposal conference will be conducted on/at:

Time: _____

Date: _____

Point of contact: Dan Neustedter (616) 961-5873 or Debra Ordiway (616) 961-7106

The purpose of this conference will be to discuss the nature of the requirements.

Questions should be furnished in writing to:

Jacqueline Brankovich, Contracting Officer
Federal Center (DRMS-TPOO)
74 Washington Avenue, North
Battle Creek, MI 49017-3092

NOTE: IF MAILING, OUTSIDE ENVELOPE SHOULD BE MARKED "PREPROPOSAL CONFERENCE".
QUESTIONS CAN ALSO BE FACSIMILED TO (616) 961-4474 OR EMAILED TO

A76DAPS@mail.drms.dla.mil (MUST BE MARKED "PREPROPOSAL CONFERENCE" AND ARRIVE AT THIS OFFICE NO LATER THAN ____).

Remarks and explanations provided at the conference shall not be considered to supersede or otherwise qualify any of the schedules, terms, and conditions of this solicitation unless formally incorporated by amendment.

Offerors who cannot attend the Preproposal Conference may obtain a copy of the conference questions and responses from the A-76 Web site at http://www.drms.dla.mil/newproc/html/daps_a-76.html.

L.8 PROPOSAL SUBMISSION (FORMAT) DRMS (APR 2000)

I. Written Proposal Format

(a) The following describes the information that must be furnished as part of the proposal and the format in which it must be presented. Proposals that do not provide the required information in the prescribed format may be excluded from further competition. Proposals shall be submitted in distinctly separable parts consisting of the following volumes:

- (1) Volume 1: Proposal certifications and price schedule (original and [redacted] copies).
- (2) Volume 2: Technical proposal (original and [redacted] copies).
- (3) Volume 3: Management proposal (original and [redacted] copies)
- (4) Volume 4: Socio-Economic Proposals (original and [redacted] copies)
- (5) Volume 5: Past Performance proposal (original and [redacted] copies)

(b) Offerors shall clearly identify on the outer binder the number of the volume and the volume name. Tab indexing should separate sections within the binder. For control purposes, each copy shall be numbered.

(c) For ease of reference, each binder shall have a page numbering system. Consecutive numbering within each tab is preferred. For example, Page 5, Tab 4 would be 4-5. All proposal revisions shall be submitted as page changes with each page identified by page number, date of the revision and any amendment that instigated the revision.

(d) Proposals shall be written on standard paper in portrait orientation. The pages shall have a one-inch margin on each side, and shall use a normal 12-point font. Text included on figures or matrices may be as small as 8-point font. Folded pages may not exceed 8.5 x 11 when folded in half.

(e) Volume 2, 3, and 4, the offeror shall redact the proposal to remove all indication of the firm's name or other identification.

(f) To aid in evaluation, proposals shall be straightforward, specific, concise and complete. Pricing information or cost information shall be included in VOLUME 1 proposal only.

II. ORAL PRESENTATIONS - PRESENTATION FORMAT AND SCHEDULE

(a) The Government intends to have offerors who meet the requirements of the solicitation and are retained in the competitive range (after evaluations of the written proposals) provide an oral presentation (See

L.13, EVALUATION PROCESS). As soon as practicable, the Government will advise offerors that they will be invited to present an oral presentation.

(b) The order of the presentations will be established by random selection by the contracting officer. Once a firm is notified, and a schedule established, offerors will not be permitted to reschedule the presentation unless determined necessary by the Government to resolve unanticipated problems or delays encountered that are not attributable to the offeror. The contracting officer will advise offerors of the date and time for presentations. Offerors that fail to arrive at the designated place and time will be considered nonresponsive. Exceptions to this are airport closures, flight cancellations, or Act of God. Any firm who fails to arrive due to one of the listed exceptions will be rescheduled.

(c) Offerors may conduct their oral presentation with hard copy charts or any other appropriate presentational aid. Offerors who will use a computer for their presentation shall provide at least one copy on a personal computer formatted diskette or compact disk in a sealed envelope marked "FOR ORAL PRESENTATION - SP4410-00-R-3004". Offerors who will use charts must also submit the original charts in a sealed envelope marked "FOR ORAL PRESENTATION - SP4410-00-R-3004". Five copies of any charts must also be provided (whether on disk, diskette, or hard copy).

(d) Offerors will be allowed two (2) hours for their presentation. If any offeror believes that two hours are inadequate, they must contact the contracting officer and explain why two hours is insufficient and the amount of time needed. No request for additional time will be granted after the solicitation is closed. After the presentation, there will be a one-hour time frame for questions and answers.

(e) Offerors will make the oral presentation in person to Government representatives. Only members of the offeror's staff shall participate in the presentation. The only exception is any individuals who are proposed to perform on the contract (such as the Program Administrator) but who are not currently employed by the offeror/subcontractor. At a minimum, the personnel identified as key personnel for contract performance are expected to be present and participate in the presentation or the question and answer period.

(f) The Government will video tape the oral presentation. The offeror may request a copy of the video at the conclusion of the oral presentation, and the Government will provide it as soon as possible.

(g) Immediately following the offeror's oral presentation, the Government will have a brief meeting without the offeror present. Following, the Government's meeting, the offeror personnel shall participate in a question-and-answer period.

L.9 VOLUME 1 PROPOSAL SUBMISSION - CONTENT DRMS (APR 2000)

(a) Volume 1 - Proposal Certifications and Pricing Schedule shall contain the following information:

1. Section A of the solicitation, Standard Form 33, completed and signed by an authorized representative on behalf of the offeror.

2. Section B of the solicitation (schedule of prices for each item).

3. Sections F, G, I, and K for those clauses and provisions that require fill-in by the offeror. The applicable blanks shall be filled in by the offeror.

(b) The executed Request for Proposal document and certifications shall contain the signed original of all documents requiring signature. Reproductions of the signed originals are acceptable in the copies of the proposal.

(c) The price proposal shall contain the offeror's pricing for each contract line item number (CLIN) in Section B. Any CLINs to be reimbursed based on costs shall include the contractor's direct and indirect costs, general and administrative costs (G & A), and reasonable profit. Contractors must include in their proposal any percentages applied to direct and indirect costs for G & A and profit, as well as listing what is considered in the G & A costs for their firm.

(d) Contractors must have an approved accounting system in accordance with FAR 16.301-3 to allow appropriate auditing of costs to this contract.

(e) Adequate competition is anticipated, therefore cost and pricing data is not being requested at this time. However, the Government reserves the right to request cost and pricing data or information other than cost or pricing data at any time during the process.

(f) Offerors are requested to submit data other than cost and pricing data that will demonstrate that all appropriate costs are contained in the unit prices. The Government will review these proposals to assure that no contingency costs are contained in the CLINs that are subject to the EPA. The Government is also interested in determining that the offeror's proposal includes all appropriate costs, such as facilities (for contractor furnished facilities), equipment (including maintenance), training, labor, and any other costs normally used to establish unit prices.

(g) Offerors shall submit a listing of the facilities offered (not mandated) by the Government that will be utilized and the cost for each facility. This cost will be used in the cost comparison.

L.10 VOLUME 2 PROPOSAL SUBMISSION (TECHNICAL PROPOSAL) - CONTENT
DRMS (APR 2000)

(a) The Technical Proposal shall consist of the following plans.

- (1) Operations Plan
- (2) Quality Control/Customer Satisfaction Plan
- (3) Surge , Sustainment and Mobilization Plan
- (4) Oral Presentations

(b) All subfactors listed above are of equal value.

(c) OPERATIONS PLAN:

(1) Provide a detailed description of the approach planned to accomplish the tasks. The description should demonstrate a thorough understanding of all the tasks required. The approach shall explain how the contractor's application of resources will accomplish the work required in an efficient and effective manner.

(2) Provide a complete detailed statement of the approach with regard to each contract operation. The process must explain how the contractor will use technical procedures and approaches to perform the work, including the use of innovations or process reengineering and management of cross-organizational processes. Process includes "how the work gets done" in each functional area.

(3) Provide the plan for assuring integrity and security of Government property and facilities.

(4) Provide the plan for training of employees (particularly the firm's training plan that complies with OSHA 29 CFR 1910).

(5) Provide the security plans and safety plans as required by Section C.1

(6) Provide any other information the offeror believes is necessary to the successful completion of this service.

(d) QUALITY CONTROL/CUSTOMER SATISFACTION PLAN (QC/CSP)

(1) Provide a QC/CSP that meets the requirements stated in Section C.1 of the solicitation. The offeror shall state how quality will be maintained and monitored, as well as what the firm will do to correct any defects.

(2) The plan shall include the inspection system, customer feedback system, records maintenance, and all other information required by Section C of the Performance Work Statement.

(e) SURGE, SUSTAINMENT AND MOBILIZATION PLAN (SSMP)

(1) The offeror shall provide a SSMP that complies with the requirements in Section C.. This plan must demonstrate a complete and thorough understanding of the requirements and display the ability to continue meeting performance standards during adverse situations or disruptions of normal workload operations.

(2) The offer shall address initial response procedures, resource requirements, and how resources will be obtained. The offeror shall describe their capability to ramp-up and to sustain provision of services to meet the requirements of the contract in cases of any of the contingencies listed in C.1.6.1.3.

(3) At a minimum, provide the following information:

(i) Explain what the initial response to the contingency will be. Provide a method to enable visibility of, assessment of, monitoring changes in, and reporting on SSMP of contingencies.

(ii) Identify potential resource requirements to include the roles subcontractors or suppliers will play in meeting SSMP requirements. Describe SSMP strategies for the items listed in the CLIN list, including how the contingency will impact production operations. Describe how resources will be obtained.

(iii) Identify any problem areas, explain difficulties and proposed solutions that must be addressed for which SSMP cannot be easily met. Identify the CLINs under this contract that may be difficult to provide quickly for initial ramp-up or to provide at elevated levels and the reasons for these difficulties. Describe your proposed solutions for overcoming these difficulties.

(iv) Provide agreements with suppliers and subcontracts that reflect access to SSMP resources, including timeframes for access. Provide a description of access to and plans for coordinating distribution and transportation of output for meeting SSMP, including agreements with subcontractors and suppliers.

(v) Identify primary and alternate points of contact for SSMP contingencies. Include the name, phone number and email address. At least one point of contact shall be available on a 24-hour basis. Identify the level of communication and coordination needed with the Government (i.e., the need for a control center, meetings, and/or reports).

(f) ORAL PRESENTATIONS - CONTENT

(1) The offeror shall provide information on how they plan to meet the stated requirements and that the offeror has the necessary understanding, expertise and facilities, personnel and experience to

successfully accomplish the proposed work. The oral presentation should be practical and simple, and provide a straightforward, concise outline of the approach the offeror will use to perform the tasks. The offeror may use notes during the oral presentation, but not promotional marketing tools.

(2) The oral presentation shall not be a recitation of the information already provided in the written proposals. The oral presentation shall amplify those areas the offeror believes are important to provide clear evidence of the understanding of how the requirement will be performed and how it plans to interface with DAPS Residual Effective Organization (REO), other Federal Government, and private sector personnel impacting on this requirement. Price and past performance shall NOT be discussed during the oral presentation.

(3) At the conclusion of the oral presentation, the Government will caucus to discuss the questions to be asked. When the offeror returns to the meeting, the Government evaluators may ask questions. These questions may be for clarification of some point raised in the oral presentation, or a point in the written proposal. These clarification questions are not a request for a proposal revision, and are not considered discussions as defined in FAR 15.306.

(4) During the question and answer period, if the contracting officer states that the question asked or the response given is inappropriate at this stage of the acquisition, the presenters will discontinue the specific exchange. The Government participants may ask for clarification or elaboration of a point. No exchanges regarding price or past performance will be allowed.

L.11 VOLUME 3 PROPOSAL SUBMISSION (MANAGEMENT PROPOSAL)
CONTENT DRMS (APR 2000)

(a) The Management Proposal consists of the following parts:

- (1) Business Organization Plan
- (2) Transition Plan
- (3) Subcontracting Plan

(b) The parts of the Management Proposal are considered subfactors and are of equal importance. The following paragraphs provide information regarding the content of the parts of the Management Proposal.

(c) BUSINESS ORGANIZATION PLAN (BOP)

(1) The BOP must demonstrate clearly that the corporate and project organization support the level of effort required for this acquisition.

(2) The offeror shall describe the organization as it relates to the services required, and any services to be provided by subcontractors. The offeror shall provide the names and resumes of key individuals describing their experience and how the experience relates to the instant acquisition.

(3) For those contract line items that are labor hour or time and material, provide the number of personnel (including supervisory and managerial) by skill type, skill level, and category of employment (full time, part time, permanent, temporary, etc.). The offeror shall provide the hours estimated for each, and the basis or methodology for determining adequate numbers and productive hours. The offeror shall provide evidence of how it will manage the work to minimize cost to the Government for these lines. Rates for these personnel shall also be included for each contract term (basic, two options, two award term options). These rates will be fixed at the offered rates, excluding adjustments for the Department of Labor Wage Determination/Service Contract Act.

(4) For all lines, the offeror shall provide information regarding adequate supervision of the personnel, and the responsibility of this supervision throughout the sites that will remain open. For key personnel (program administrator and any known alternates) provide names and resumes, if they are currently employed by the service provider. If not employed by the offeror, provide position descriptions.

(5) The Business Organization Plan will explain how each functional area will be designed and describe the pattern of activities and interrelationships among the various parts of the organization. The Business Organization Plan shall include:

(i) An organizational chart that demonstrates how management, functional areas, and support activities will be structured and titled and a block chart from top level management to and including first line supervisors.

(ii) A breakdown of resources (personnel and facilities) assigned to each organizational element on the chart. Include cross utilization between and among the organizational components to demonstrate an understanding of the distribution of personnel, equipment and materials required to perform the work.

(6) Outline management philosophy and human resources to include:

(i) The authority to be delegated to the program administrator and subordinate managers and supervisors within the proposed organization and how this will enhance effective management of the work.

(ii) The provisions in the organization for interaction and liaison between the contractor's and Government personnel to assure effective communication and problem resolution.

(7) A list of key positions and corresponding position descriptions shall be included. Examples of key positions are site manager, financial manager, contracts manager, quality control manager, and managers of major organizational elements responsible for the work to be performed (functional processes) under the contract.

(8) The plan shall include the locations offered (or cited as mandatory) that the offeror will use in performance of the contract and the staffing levels at each location. The offeror shall provide a listing of any locations offered but not cited as mandatory that will not be used by the contractor, and how the workload at that facility will be accomplished. If the offeror does not utilize all of the facilities offered by the Government, the offeror shall clearly demonstrate how the workload will be consolidated and the work accomplished. The offeror shall provide a listing of equipment expected to be accepted and used under this contract.

(b) TRANSITION PLAN

(1) The transition plan shall show the plan the offeror will use for transitioning the workload from public to private. This plan must include the information in the following paragraphs.

(2) The transition plan shall identify those actions, plans, procedures and timelines necessary to ensure a smooth transition from contract start date to full operational status.

(3) The transition plan shall include the following:

- (i) Smooth implementation of the Right of First Refusal.
 - (ii) Completion of any required training and certifications
 - (iii) Completion of joint inventories
 - (iv) Familiarization with the workflow and scheduling
 - (v) For those locations where personnel require security clearances, how will performance be provided if security clearances are slow in process. Explain how the offeror will obtain security clearances timely.
 - (vi) A milestone chart that shows the planned dates for transitioning from public to private, and shows the critical steps to be accomplished.
- (4) The transition plan shall provide information regarding any locations that the offeror will provide that are not provided by the Government. This shall include the facilities and the capabilities of these locations. Locations cited as mandatory use by the solicitation shall be utilized by the contractor.
- (5) The transition plan shall demonstrate how the firm plans to reduce turbulence during the transition, how the personnel will be hired and trained, and how assumption of accountability of facilities, inventory and coordination with the Government will be performed.

(c) Subcontracting Plan

(1) The offeror shall submit an "Individual Contract Plan" in accordance with FAR 19.704. The subcontracting plan shall include the offeror's plan for subcontracting with small business, small disadvantaged business, woman-owned small business, and HUBZone small business. The offeror shall set specific goals that meet or exceed the minimums set by the Government (see section H, Special Contract Requirements).

(2) The offeror shall, to the maximum extent possible, include the 11 items under 19.704.

L.12 VOLUME 4 - SOCIOECONOMIC PROPOSALS CONTENT DRMS (JUN 2000)

(a) DLA MBA PROGRAM: In accordance with DLAD 52.219-9002, the offeror may submit an implementation or established plan for participation in the MBA program. This program was developed to provide maximum opportunity to the small business community. Participation in the MBA program plan is elective; however, proposals that demonstrate a strong commitment to affording small, small disadvantaged and small women-owned businesses real opportunities to compete in the reengineered business environment receive a more favorable rating for this evaluation factor than those that demonstrate little or no commitment. These opportunities can take the form of providing assistance to make the business a strong competitor for subcontracting opportunities, becoming a valued supplier or performing a part of the contract work in conjunction with the prime through a teaming arrangement. There is no limit to the type of assistance the prime contract may provide to achieve its objective. Successful proposals will be incorporated into the contract, and will be monitored during contract performance.

(2) JWOD: In accordance with DLAD 52.215-9004, the offeror shall submit a proposal for participation in the qualified nonprofit agencies for the blind or severely disabled. The Act is designated to provide the maximum practicable opportunity by which these JWOD entities may become full partners in DLA's reengineered business processes at the subcontract level. Participation in the JWOD program is mandatory. Proposals demonstrating a strong commitment to affording JWOD entities real opportunities to participate in the Government contracting program receive a more favorable rating for this evaluation factor than those that demonstrate little or no commitment.

(3) SOCIOECONOMIC PROPOSAL: In accordance with 52.215-9002, the offeror shall submit a socioeconomic proposal. This program was developed to provide maximum opportunity to small business community. Participation in the socioeconomic program is mandatory. Proposals that demonstrate a strong commitment to affording small, small disadvantaged, small women-owned businesses, real opportunities to compete in the reengineered business environment receive a more favorable rating for this evaluation factor than those that demonstrate little or no commitment.

L.13 VOLUME 5 PAST PERFORMANCE PROPOSAL - CONTENT
DRMS 52.215-9R24 (FEB 2000)

(a) The offeror is required to provide any information regarding the level of performance, in terms of similarity of materials and production processes, locations of work performed that relate to the scope of this solicitation. Provide information regarding adherence to delivery schedules and quality products or services achieved under either Government or commercial awards for the same or similar services. If applicable, provide level of performance under Socioeconomic proposals, subcontracting plans, mentoring business agreements (MBAs) or participation in the JWOD program that were incorporated into contracts within the last two years. The information provided should support a qualitative review of the offeror's record of performance in the areas of conforming to specifications, adherence to contract schedules, reputation for reasonable and cooperative behavior, commitment to customer satisfaction, and business-like concern for

the interest of your customer. Past performance on JWOD, socioeconomic programs and MBA programs will also be assessed. Additionally, if performance deficiencies were identified, what were they and what corrective action was taken.

(1) Offerors shall submit past performance data on Attachment No. 3. For each reference provided, a valid name and telephone number, contract number, contract type, dollar value, contract award and completion dates, point of contact and e-mail address is required. Two points of contact for each reference is preferred. (Offeror's shall submit past performance information as part of their proposal for both the offeror and proposed major subcontractors.) Offerors shall complete all blocks of Attachment 3.

(i) Offeror's should send their listed private sector references a letter similar to the sample shown at Attachment 4 authorizing that source to provide past performance information to this office for evaluation. A copy of each of these authorization for release/consent letters shall be included in the offeror's proposal to allow the Government to discuss the response with the offeror during any discussions that may be held prior to award.

(2) Narrative information regarding conformance to specifications, adherence to schedules and performance deficiencies may be submitted on plain bond paper, identifying this solicitation number, and securely attached to Attachment 3. The information shall be in sufficient detail to explain how each reference relates to the same or similar requirements of the instant solicitation.

(3) If applicable, information regarding socioeconomic proposals, subcontracting plans, JWOD participation, and MBAs should include a copy of the plan or agreement, actual results achieved, time period that the results represent, and a point of contact and telephone number of the Government representative that monitored these plans.

(b) Experience:

(1) The offeror shall submit evidence of relevant experience. Relevant experience is that experience that is the same or similar regarding scope, magnitude, functions, and complexity. Failure by the offeror to provide evidence of experience on contracts of a similar nature will be considered by the Government in the past performance evaluation for this solicitation. Offeror shall submit qualifications of either the firm and/or key employees of the firm. Current, (within the last 2 years) relevant experience of the firm must include the following information: name, address, telephone number, and point of contact, type of contract, for which same or similar services were rendered, inclusive dates of service, dollar value of contract or purchase order, quantity, and type of services rendered. In addition a qualitative review will be conducted in the area of conforming to specification, adherence to contract schedules, reputation for reasonable and cooperative behavior commitment to customer satisfaction and business like concerns for the interest of the customer.

(2) If the offeror elects to submit qualifications of key employees within the firm, then submit the following documentation for each key employee:

(i) Places and dates of prior employment; title and positions held; and a clear, concise description of duties related to the services required by this solicitation.

(ii) College degrees earned from accredited institutions, names and locations of the institutions attended, major subject studied, and inclusive dates of attendance.

(iii) Indicate which key employee(s) possesses a degree and/or hands on experience to include dates of experience that directly relate to the services required by this solicitation.

**L.14 ORGANIZATION OF PAST PERFORMANCE INFORMATION TO BE
FURNISHED VOLUME 4 DRMS (MAY 2000)**

(a) Tab 1 – A master index listing showing, separately for both the offeror and any proposed subcontractors, first all PRIME contracts, then all SUBCONTRACTS performed by offeror or subcontractor, which were: (i) completed during the last 2 years or which are currently being performed for similar services; and (ii) all contracts and subcontracts currently in process performing document automation services for the Federal Government. The list shall include the names, titles and telephone numbers of persons involved in the performance of the orders. The listing shall also show major subcontractors used by the offeror in performance of each of these contracts. Offeror shall identify each listed contract with a sequential reference number in the left margin. Offeror shall highlight or annotate those contracts similar in size, type, and complexity to the requirements in Section C of this solicitation.

(b) Tab 2 – The offeror shall organize all Past Performance Questionnaires related specifically to the offeror's past performance. If performance was as a SUBCONTRACTOR on a project, the work may be referenced at this tab, even though the contract itself was between offeror and a prime contractor. Each Past Performance Questionnaire shall show, in the top margin of the form, the number that references the contract to the index listing at Tab 1.

(c) Tab 3 – The offeror shall submit, for each proposed subcontractor, all Past Performance Questionnaires related specifically to proposed subcontractor's past performance.

(d) Tab 4 – Offerors shall provide information on any contracts which did not/do not meet the original requirements of the contract with regard to either cost, schedule, or technical performance. Identify the contract both by its reference number from Tab 1 index, type of work, and the purchase order/contract number. Provide a brief explanation of reason(s) for such shortcoming and any demonstrated corrective actions taken to avoid recurrence. The offeror shall also provide a copy of any cure notices or show cause letters, if applicable, or similar correspondence which provided request for remedy that were received on each previous contract listed and a description of any corrective action by the offeror or proposed subcontractors. Offerors should provide narrative explanation of any cost growth, cost overruns, or schedule delays encountered on the contracts listed.

(e) Tab 5 – Offerors may describe any quality awards or certifications that indicate the offeror's technical excellence in the services requested. Such awards or certifications include Government quality awards or private sector awards or certifications. Indicate what segments of the company (one division or the entire company) received the award or certification. Describe when the award or certification was bestowed. If the award or certification is over 2 years old, present evidence that the qualifications still apply.

(f) Tab 6 – Discuss in detail proposed financial accounting systems that, at a minimum, will be used to ensure control, accountability, and reporting of financial information required by the solicitation. Relate whether the accounting system is CAS compliant.

L.15 EVALUATION PROCESS FOR PROPOSALS DRMS (APR 2000)

(a) This is a general overview of the process for the evaluation of proposals for this study under OMB Circular A-76. It is not an attempt to list every step of the process. Any part of the process not listed herein will still be accomplished in accordance with law, regulation, and policy.

(b) Written proposals will receive an initial screening to assure the proposals are complete and comply with the solicitation requirements. If any proposal is so deficient that to allow revision would be tantamount to submission of a new proposal, the proposal will no longer be considered and the offeror will be notified. The materials will also be screened to ensure offerors have included (in a sealed envelope), the material to be used in the oral presentation.

(c) The Government will conduct evaluations of the written proposals not excluded as stated in paragraph (b) above, and only those proposals that are the most highly rated will be retained in the competitive range.

(d) In accordance with 15.306(d)(2), the objective of discussions is to maximize the Government's ability to obtain best value, based on the requirement and the evaluation factors set forth in the solicitation. Should discussions be deemed necessary, they will be conducted either orally or in writing with those offerors in the competitive range.

(e) Discussions will be accomplished timely via the most efficient means. Where discussions are applicable, advance notice will be forwarded to the offeror identifying areas of weakness, omission, or deficiencies. Guidance will be provided to the offeror, advising the offeror how to respond. Offeror's response or failure to respond will be taken into consideration in further evaluations.

(f) Those offeror's retained in the competitive range based on evaluation of the written proposals will be offered an opportunity to provide an oral presentation. Offeror's failing to make the oral presentation timely will be considered late and will be removed from the competitive range.

(f) Upon conclusion of discussions, all offerors will be given the opportunity to provide a Final Proposal Revision (FPR) to the Government. After the FPRs are received, an evaluation of the final proposals will be conducted and the Government will select the best value offer.

L.16 INSTRUCTIONS FOR QUESTIONS AND COMMUNICATIONS TO THE GOVERNMENT DRMS (APRIL 2000)

(a) Offerors may request clarification or information concerning this solicitation at any time in the process. The Government will consider the request and respond as appropriate. Questions and requests received within five days before **OR** after the time and date set for receipt of proposals will be considered and the Government will respond if time allows.

(1) Requests for clarification or information concerning this solicitation shall be submitted in writing to the Defense Reutilization and Marketing Service, DRMS-TPOO, 74 N. Washington Ave., Battle Creek MI 49017-3092, ATTN: SOLICITATION SP4410-00-R-3004, Fax number (616) 961-4474, email A76DAPS@mail.drms.dla.mil.

(2) If sent electronically, the subject shall be CLARIFICATION OF SOLICITATION SP4410-00-R-3004. An acknowledgment of receipt will be sent within 1 working day. If an acknowledgment is not

received, assume the message was not received. The Government assumes no responsibility for delay or loss of electronically transmitted correspondence.

(3) Any request for clarification or information regarding the solicitation should be submitted in the following format.

Reference: Section ____, Page ____, Paragraph ____

If a figure is the topic of the request, cite the figure number.

Question: _____

E-mail address: _____

Name and Fax Number _____

(4) If requests for clarification involve more than five references, please submit the request electronically or on a 3 1/2" double-sided, high-density floppy diskette.

(5) No information will be provided regarding this solicitation in response to telephone calls. All requests must be in writing and submitted to the above address. Responses to inquiries will be in writing and will be provided to all offerors and the Government MEO team.

SECTION M
EVALUATION FACTORS FOR AWARD

M.1 INCORPORATION OF CLAUSES AND/OR PROVISIONS BY REFERENCE
DRMS 52.252-9R01 (DEC 1995)

The following clauses/provisions are hereby incorporated by reference (See the clause entitled CLAUSES INCORPORATED BY REFERENCE FAR 52.252-2 and the provision entitled PROVISIONS INCORPORATED BY REFERENCE FAR 52.252-1.)

(a) **FAR PROVISIONS**

1. EVALUATION OF OPTIONS	52.217-5	(JUL 1990)
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(b) **DEFENSE LOGISTICS ACQUISITION DIRECTIVE (DLAD) PROVISIONS**

1. SOCIOECONOMIC SUPPORT EVALUATION	52.215-9003	(OCT 1996)
2. JAVITS-WAGNER-O'DAY ENTITY SUPPORT EVALUATION	52.215-9005	(DEC 1997)
3. DATA PRICING, EVALUATION AND AWARD	52.217-9000	(OCT 1982)

M.2 EVALUATION FACTORS FOR AWARD DRMS (MAY 2000)

(a) The following conditions must be met in order to be eligible for award of a contract.

1. The offeror must submit an offer that is responsive to the requirements of the solicitation as well as complying with the requirements of law and regulations.
2. The offeror must be found to be responsible in accordance with FAR Subpart 9.1.
3. The offer must be determined to be the best value to the Government in accordance with the evaluation factors in the solicitation.
4. This acquisition is being conducted as a cost comparison study under OMB Circular A-76. There will be two phases leading to a determination regarding whether a contract will be awarded. The first phase will be a best value contractor source selection conducted in accordance with FAR Subpart 15, Source Selection (and the supplements to the FAR). The objective of the best value process is to select the offeror whose proposal provides the greatest overall benefit in response to the requirement. The offeror selected in phase one who provides the best trade off between performance and price will be the offeror whose proposal will be compared to the Government's proposal and pricing.
5. The offer will be used to conduct phase 2 (see paragraph k).

(b) A hybrid fixed price indefinite delivery indefinite quantity (IDIQ) contract with cost reimbursement provisions will be awarded if determined most economical in accordance with the terms of the OMB Circular A-76. The offeror selected in phase one will be the offeror who meets the criteria in paragraph M.2.a above. The Government reserves the right to select other than the lowest overall priced proposal. The Government is interested in receiving superior performance; however, the Government will not pay a premium price that is disproportionate to the benefits associated with the margin of service superiority. The offeror whose proposal represents the best trade-off in phase one will be the proposal selected to participate in phase two. The process will provide an impartial, equitable and comprehensive evaluation of the proposals and related capabilities of the offerors. Subjective judgment by Government evaluators is implicit throughout source selection.

(c) The evaluation factors are listed in order of importance:

1. Technical Proposal
2. Past Performance
3. Price/cost
4. Management Proposal
5. Socioeconomic Proposal
6. JWOD Proposal
7. MBA Proposal

(d) All other factors, when added together, are significantly more important than price/cost. Factor's 5, 6, and 7 are significantly less important than any other factor.

(e) Evaluation of the Technical Proposal:

1. The technical proposal has the following subfactors:

- (i) Operations Plan
- (ii) Quality Assurance/Customer Satisfaction Plan
- (iii) Surge and Sustainment Plan
- (iv) Oral Presentation

2. The subfactors are of equal importance. Each subfactor will be evaluated considering completeness and clarity, degree of compliance with the solicitation and the risk that the approach will be successful as proposed. Evaluation of the technical proposal will be a subjective assessment based on a consideration of all relevant facts and circumstances. It will not be based on absolute standards of what is considered acceptable. The Government is seeking to determine whether the offeror demonstrates a thorough understanding of the scope and complexity of the work and the security/safety, etc., required to protect Government property, their employees, and the public. This is a matter of judgment. Offerors who have provided a proposal that complies with the requirements of the solicitation and are retained in the competitive range will be offered an opportunity to address weaknesses, omissions or deficiencies in their proposals. The response - or lack thereof - will be taken into consideration in the final evaluation. An unfavorable rating in any one subfactor will cause the entire technical proposal to be rated as unsatisfactory. Offerors who have provided a proposal that complies with the requirements of the solicitation and is not removed from the competitive range will be asked to provide an oral presentation.

3. The initial evaluation will determine that the written proposal meets the requirements of the solicitation. Those proposals that do meet the requirements of the solicitation will be evaluated for the written submission (technical proposal, management proposal, price proposal, and past performance). Those offerors who are determined to be the most highly rated will be retained in the competitive range and will be invited to present an oral presentation.

4. If the Government conducts negotiation discussions, the offerors will be afforded an opportunity to revise their proposals. Revisions to the oral presentation may be to respond to questions that were asked for which the offeror has a more complete answer, or wishes to revise an answer given during the question-and-answer period. The final evaluations will take into consideration the initial proposal as revised and the oral presentation.

f. Evaluation of Past Performance

1. Past Performance is broken into two categories -

(i) Offerors will be evaluated based on the quality of services that are of a similar nature to the subject solicitation and the risk associated with awarding a contract to the offeror.

(ii) The offerors will also be evaluated on previous socioeconomic utilization success.

3. Past performance on references of a similar nature to the solicitation are significantly more important than past performance on socioeconomic utilization success.

4. Past performance on socioeconomic proposal utilization, subcontracting plans, mentoring business agreements, and JWOD participation will take on more significance when offerors past performance on references of a similar nature are comparable.

5. The Government will evaluate the quality of the offeror's past performance. The assessment of the offeror's past performance will be used as a means of evaluating the relative capability of the offeror to successfully complete the contract - risk. An offeror with an exceptional record of similar past performance may receive a more favorable rating than another whose performance was acceptable (satisfactory).

6. In investigating an offeror's past performance, the Government may consider information in the offeror's proposal and information obtained from other sources, including past and present customers and their employees; other Government agencies, including state and local agencies, consumer protection organizations and agencies, better business bureaus, former subcontractors, and others who may have useful information. Failure by the offeror to provide evidence of performance on contracts of a similar nature in terms of timeframes, complexities of services, multiple customers with varying requirements, and performance under subcontracting plans, socioeconomic utilization, or MBAs will be considered in the offeror's past performance.

7. Evaluation of past performance will be a subjective assessment based on consideration of all relevant facts and circumstances. It will not be based on absolute standards of acceptable performance. The Government is seeking to determine whether the offeror has consistently demonstrated a commitment to customer satisfaction and timely delivery of quality services. This is a matter of judgment. Offerors will be given an opportunity to address unfavorable reports that have not previously been addressed by the offeror. The offeror's response- or lack thereof - will be taken into consideration.

8. Past performance will not be scored, but the Government's conclusions about overall quality and the risk of performance will be a factor in determining the relative merits of the offeror's proposal and in selecting the offeror whose proposal is considered most advantageous to the Government.

9. Offeror's with no past performance in any relevant services will be treated as an unknown performance risk and will be not be evaluated favorably or unfavorably.

10. By past performance, the Government means the offeror's record of conforming to specifications, to standards of good workmanship, the adherence to schedules, including the administrative aspects of performance, the offeror's reputation for reasonable and cooperative behavior and commitment to customer satisfaction, and the offeror's business-like concern for the interest of the customer. The offeror's performance on subcontracting plans, socioeconomic proposals, and MBAs is also part of the past performance evaluation.

g. Evaluation of Price/Cost

1. The offered price will be used in conjunction with other factors to determine the proposal that represents the best value to the Government. Price will not be scored, but will be evaluated using price analysis or cost analysis. The price/cost will be evaluated to determine completeness and reasonableness as defined below:

(i) Completeness - will be evaluated by assessing whether the proposal contains the prices and the costs as required by the solicitation.

(ii) Reasonableness - will be evaluated to determine the prices proposed are reasonable by using cost or price analysis.

h. Evaluation of the Management Proposal

1. The management proposal has the following subfactors:

- (i) Business Organization Plan
- (ii) Transition Plan
- (iii) Subcontracting Plan

2. The subfactors are of listed are of equal importance. Each subfactor will be evaluated considering completeness and clarity, degree of compliance with the solicitation and the risk that the approach will be successful as proposed. Evaluation of the management proposal will be a subjective assessment based on a consideration of all relevant facts and circumstances. It will not be based on absolute standards of what is considered acceptable. The Government is seeking to determine whether the offeror demonstrates a thorough understanding of the scope and complexity of the work and the security/safety, etc., required to protect Government property, their employees, and the public. This is a matter of judgment. Offerors who have provided a proposal that complies with the requirements of the solicitation and are retained in the competitive range will be offered an opportunity to address weaknesses, omissions or deficiencies in their proposals. The response - or lack thereof - will be taken into consideration in the final evaluation. An unfavorable rating in any one subfactor will cause the entire management proposal to be rated as unfavorable.

3. The initial evaluation will determine that the written proposal meets the requirements of the solicitation. Those proposals that do meet the requirements of the solicitation will be evaluated for the written submission (technical proposal, management proposal, price proposal, and past performance). Those offerors who are determined to be the most highly rated will be retained in the competitive range and will be invited to present an oral presentation.

4. If the Government conducts negotiation discussions, the offerors will be afforded an opportunity to revise their proposals. The final evaluations will take into consideration the initial proposal as revised.

(i) Evaluation of the Socioeconomic Proposals:

(1) The DLA MBA Program participation is optional. However, those offerors who provide a mentoring program participation will be rated more highly for this factor than those who do not.

(2) Socioeconomic Proposal participation is mandatory. An offeror's efforts to develop opportunities for small, small disadvantaged and women-owned small business will also be comparatively evaluated with other proposals.

(3) JWOD participation is mandatory. Offerors will be evaluated on the extent of their JWOD participation.

(4) These factors are significantly less important than any other factors or combination of factors.

j. If the Government conducts negotiation discussions, the offerors will be afforded an opportunity to revise their written proposals. The final evaluations will take into consideration the initial proposal as revised. Failure to submit revision means the initial proposal evaluation will stand.

k. Phase Two Evaluation

1. Once a best value offeror has been selected, the comparison between the Government proposal and the best value offeror is conducted.

2. To ensure equity and fairness, the Source Selection Authority (SSA) must be satisfied that the best value offer and the Government proposal are based on the same level of performance and performance quality. The Government team will prepare a technical performance plan (TPP) as well as a Most Efficient Organization (MEO), and the in-house cost estimate (IHCE). The TPP is the Government's version of the written proposals provided by offeror's. This is sealed in one envelope. The MEO and the IHCE are sealed in a separate envelope prior to receipt of the offeror's proposals. These are kept locked in a safe location by the contracting officer. Once the best value offeror has been selected, a comparison between that offeror's written proposal and the TPP will be conducted. This will assure the TPP meets the requirements in the Performance Work Statement, as well as any amendments or changes in performance and performance quality accepted by the Government as a result of the evaluation and negotiation process.

3. The SSA will be provided the TPP as well as the ratings and risk ratings for the best value offeror, and the best value offeror's written proposals. The SSA will not have access to the MEO or the IHCE at this time. If the SSA decides the proposals represent a comparable level of performance and performance quality, he will direct the cost comparison be accomplished. If the SSA decides the proposals do not represent a comparable level of performance and performance quality, he will direct the Government's TPP be adjusted to a comparable level. Once the SSA is satisfied that equity has been achieved, the IHCE and MEO will be revised to reflect the changes to the TPP. Upon completion the revised IHCE and MEO will be opened, the cost comparison completed and the cost comparison decision made. In all cases, the IHCE and MEO are not known to any member of the evaluation process, including the SSA, until time for the cost comparison.